

TOWN MEETING OF JUNE 25, 1996

MINUTES

The Town Meeting of the Town Commissioners of Charlestown on June 25, 1996 was called to order by President Steven W. Vandervort at 7:36 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr. and Commissioner Wilbur D. Pumpaly. Also present was Town Administrator Stanley W. Hearne. Audience attendance sheet attached.

Steve Owens, CEO of Union Hospital, made a presentation to the Town on health care improvements being made at Union Hospital. Following the presentation, there was a commentary period in which board and audience members could express their satisfaction/dissatisfaction/comments regarding services provided by Union Hospital.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Pumpaly to approve the minutes of the June 11, 1996 meeting as written, seconded by Commissioner Letts. The motion passed 3-0.

PENDING BUSINESS

Rug Cleaning - Town Hall - Mrs. Morgan obtained several quotes for cleaning the rug at the Town Hall to compare with a quote submitted by Ms. Ganderton who cleans the Town Hall as follows: Keen's Cleaning - \$89.00; Stanley Steemer - \$71.95; Sears - \$80.92; and Olga Ganderton - \$75.00. After a brief discussion, Commissioner Letts made a motion to have Ms. Ganderton clean the rug at Town Hall for her quoted price of \$75.00, seconded by Commissioner Pumpaly. The motion passed 3-0.

Old Town Equipment - At the previous meeting, the Commissioners agreed to sell four pieces of old equipment the Town no longer has use for. A notice of sale was placed in the notice box outside the Town Hall and a copy of the notice was mailed to the two individuals who expressed written interest in the tractor. After a brief discussion, it was decided to post a copy of the notice of sale on the bulletin board in the post office.

Connor Easement - President Vandervort stated the easement agreement received from Mr. Baynes, the town attorney, did not include all the property needed for an easement from Mr. Connor for the water system extension in Charlestown Manor. Mrs. Morgan had faxed all the information she had regarding the property needed to complete the easement correctly to Mr. DeLorimier of Tatman & Lee so he could contact Mr. Baynes. Mr. Hearne called Tatman & Lee to check the status of the easement but Mr. DeLorimier is off this week and, in checking with Mr. Bayne's office, they hadn't been contacted yet. After some discussion, the Board decided to have the same information faxed to Mr. Baynes.

Water Operations Contract - President Vandervort stated he had talked to Mr. Smith of Miller Environmental regarding the water operations contract. He stated the contract may be ready shortly to be reviewed by Tatman & Lee and Mr. Baynes. He stated he also contacted both Mr. Sumpter, president of the Cecil County Board of County Commissioners, and Mr. Campbell, Director of the Cecil County Department of Public Works to request that the Department of Public Works continue operating the water system until the new contractor can start and received assurances that they would. President Vandervort stated this request was followed up by a letter from the Town but we have had no written response from the County.

Shoreline Erosion Project - President Vandervort stated we received a design drawing of the Louisa Lane project but, as it was faxed, the detail is hard to understand. After some discussion, the Board decided to contact Mr. Wilson of the RC&D Council to review the plans and to advise the fire department when the meeting would be as they would like to be included.

Rodney Good asked to have them look at the eroding area near Peddler's Run Creek near Mr. Hutchison's garage. After some discussion, the Board will talk to Mr. Wilson about it when they meet with him on the shoreline erosion project.

Parking Ordinance - Commissioner Letts stated he was advised by Mr. Baynes the only thing the Town would have to do to have non-boat trailer parking at Veterans Park would be to post signs stating so and refer them to the secondary parking. He also stated Mr. Baynes advised that the Town should rewrite the parking ordinance rather than amend it with another ordinance. Commissioner Letts stated he should have a draft ordinance by the next meeting.

MML Chapter Meeting Dinner - 7/18/96 - President Vandervort again reminded the Commissioners regarding the dinner on July 18, 1996. Mrs. Morgan needs to know who's attending before 7/12/96.

President Vandervort stated he received a letter from Lewis George, Town Administrator for Elkton, asking for nominations to the positions of vice-president and secretary-treasurer to the Cecil-Harford Chapter of the Maryland Municipal League. Nominations need to be made by July 12, 1996.

President Vandervort also stated he talked to Governor Glendenning while at the MML Conference in Ocean City about visiting the Town. He asked the Board to consider inviting the Governor to Charlestown when we have an event planned.

NEW BUSINESS

Fishing Derby - As Commissioner Wood was at the MML Conference in Ocean City, Commissioner Letts stated Commissioner Wood had contacted Bernard Chiominto of the Cecil County Sheriff's Office regarding a fishing derby. He stated it would be a catch and release event with three age groups with awards and picnic afterwards. He also stated they were tentatively planning for a Saturday at the beginning of August or a week or so before school begins.

Night Out Against Crime - As Commissioner Wood was at the MML Conference in Ocean City, President Vandervort stated the date for the Night Out Against Crime is usually set for the beginning of August and last year it was a very successful event. Mrs. Morgan stated she had tried to contact the Project Card office regarding the date but has had no response. She stated she would try to contact them again this week.

Sidewalk Retrofit Program - At the last meeting there was discussion about the sidewalks in town needing repair. President Vandervort stated we received a letter from Al Wein, Director of the Cecil County Planning & Zoning Office regarding the Retrofit Sidewalk Program. A meeting has been scheduled with Mr. North, the state contact person for this program, for any town interested in attending on July 10, 1996 at 10 a.m. in the County Department of Public Works conference room.

Planning & Zoning Commission Appointments - President Vandervort stated an ad was sent to the Cecil Whig requesting Charlestown residents apply for the vacancies on the Planning and Zoning Commission. He read the ad which is to start Wednesday, June 26, 1996 to run for a week. He also stated a notice of the same was placed in the notice box outside the Town Hall and on the bulletin board in the post office. After much discussion amongst the board and between the board and audience members regarding the resignations submitted by the members of the Planning and Zoning Commission, Commissioner Letts made a motion that the Town Commissioners schedule a workshop meeting within the next two weeks with the former members of the Planning & Zoning Commission to try and resolve their differences. The motion was seconded by Commissioner Pumpaly and the motion passed 2-1.

Planning & Zoning Review & Charter Review - Commissioner Letts asked the board to consider a review of planning and zoning and the charter. There was a brief discussion regarding the need to do so.

Mr. Hearne asked the board some questions regarding the

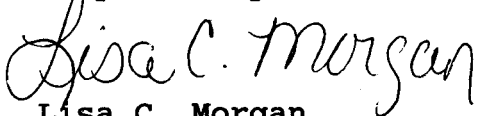
Town Meeting of June 25, 1996
Minutes (cont'd)
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request for proposal on the street paving. He also stated Michael Miklas asked if the Board would consider posting no parking signs in the cemetery. The Board stated they would talk to Mr. Miklas about it.

Accounts Payable - President Vandervort amended the accounts payable list, removing the payments to the Treasurer of Cecil County for Charlestown Patrol for April and May 1996 and payment for gasoline for Charlestown Patrol for April and May 1996. Commissioner Letts made a motion to approve the bills with the above amendment, seconded by Commissioner Pumpaly. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 9:58 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JUNE 25, 1996

AGENDA

7:30 P.M.

1. Steve Owens, CEO, Union Hospital - improvements at Union Hospital & health care system

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Rug Cleaning - Town Hall
4. Old Town Equipment
5. Connor Easement
6. Water System Extension
7. Water Operations Contract
8. Shoreline Erosion Projects
9. Parking Ordinance
10. MML Chapter Meeting Dinner - 7/18/96 (response by 7/12/96)

NEW BUSINESS

11. Fishing Derby
12. Night Out Against Crime
13. Sidewalk RetroFit Program
14. Planning & Zoning Commission appointments
15. Planning & Zoning Review
16. Charter Review
17. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/25/96

TIME: 7:30 PM

Richard Whitby

Paul C. Ford

David M. McColl

Pat Benson

Felix Mc

James M. Mullen

Richard G.

Raymond Batt

John G.

Diane Letts

James R. Marshall

James G.

Ed Hahn

John G.

John G.

Wayne Steinhilber - TIMES

TOWN MEETING OF JUNE 25, 1996

ACCOUNTS PAYABLE

GENERAL FUND

Mac's Shacks - (2) portable toilets 6/1-8/1/96	240.00	150720 P&R Cont Maint
Quinlan Publishing Company -		
- subscription to 6/97 for zoning bulletin (check made payable to: Zoning Bulletin Biweekly)	87.81	150610 P&Z Admin
Quinlan Publishing Company -		
- subscription to 4/97 for building permits law bulletin (check made payable to: Building Permits Law Bulletin)	69.78	150610 P&Z Admin
American Home & Hardware - wood to repair park bench	2.98	150720 P&R Cont Maint
Whitby, Richard (d/b/a Lawn Ranger Grass Cutting Service) -		
- grasscutting selected areas on 6/8/96:	290.00	
- grasscutting selected areas on 6/14/96:	<u>290.00</u>	
Subtotal:	580.00	150720 P&R Cont Maint
AT&T - long distance service @ Town Hall	17.78	150440 Town Bldg Tele
Bell Atlantic - telephone service @ Town Hall	95.69	150440 Town Bldg Tele
Radio Shack - (2) 5-pack cassette tapes	15.98	150220 Admin Ofc Supp
U.S. Postmaster - (6) rls. postage	192.00	150220 Admin Ofc Supp
Cecil Whig (check made payable to Chesapeake Publishing Corp)		
- year newspaper subscription	68.25	150210 Admin Gen'l Gov
Treasurer of Cecil County -		
Charlestown Patrol for Apr '96:	1,154.81	
Charlestown Patrol for May '96:	<u>1,279.91</u>	
Subtotal:	2,434.72	150920 Pub Safe Police
Treasurer of Cecil County -		
Gasoline for Apr '96:	78.44	
Gasoline for May '96:	<u>86.11</u>	
Subtotal:	164.55	150920 Pub Safe Police

Removed from Accounts payable
list during the meeting.

lcw

Town Meeting of June 25, 1996
 Accounts Payable List (cont'd.)
 (prepared 6/21/96 - lcm)
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Berry, Doris - 2nd qtr '96 fringe benefit	<u>131.25</u>	150150 Admin Fringe
General Fund Subtotal:	\$ 4,100.79	

Payroll

Actual:	
Week Ending June 13, 1996 -	815.39
Week Ending June 20, 1996 -	<u>792.78</u>
Subtotal:	\$1,608.17
 Projected:	
Week Ending June 27, 1996 -	807.28
Week Ending July 4, 1996 -	<u>807.28</u>
Subtotal:	\$1,614.56

SPECIAL FUND

Sonshine Motor & Tire - repair tire on mower	5.00	315220 Equip Rep
Loving's Mower Service - rebuild center deck housing; remove fishing line from bearing housing; & replace shaft	206.44	315220 Equip Rep
American Home & Hardware - oil & trimmer line for weedeater	15.64	315220 Equip Rep
Bott, Millard (d/b/a Midy's Lawn Service) - cemetery mowing on 6/14/96	<u>170.00</u>	325200 Cem Grass Cut
Special Fund Subtotal:	\$ 397.08	

Town Meeting of June 25, 1996
 Accounts Payable List (cont'd.)
 (prepared 6/21/96 - lcm)
 Page 3 of 3

UTILITY FUND

WATER

Bell Atlantic - telephone service @ water tower 65.31 255320 Tank Site Tele

Utility Fund Subtotal: \$ 65.31

GRAND TOTAL: \$ 4,563.18

INTER FUND TRANSFERS TO BE MADE:

<u>For</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
1/12th yearly telephone costs	135.00	Water - 255520	General - 103150
30% yearly salary	12,930.00	Water - 255510	General - 103130
1/12th yearly telephone costs	135.00	Sewer - 215720	General - 103140
40% yearly salary	17,240.00	Sewer - 215710	General - 103120
reimburse General Fund for expenses paid above amount covered by income generated by boat slip fees	2,463.00	Town Pier Savings Acct #9058611	General Savings Acct #511221

TOWN MEETING OF JUNE 25, 1996

AGENDA

7:30 P.M.

1. Steve Owens, CEO, Union Hospital - improvements at Union Hospital & health care system

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Rug Cleaning - Town Hall
4. Old Town Equipment
5. Connor Easement
6. Water System Extension
7. Water Operations Contract
8. Shoreline Erosion Projects
9. Parking Ordinance
10. MML Chapter Meeting Dinner - 7/18/96 (response by 7/12/96)

NEW BUSINESS

11. Fishing Derby
12. Night Out Against Crime
13. Sidewalk RetroFit Program
14. Planning & Zoning Commission appointments
15. Planning & Zoning Review
16. Charter Review
17. Accounts Payable

TOWN MEETING OF JUNE 11, 1996

MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:35 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, Commissioner Loucretia A. Wood, and Commissioner Wilbur D. Pumpaly. Audience attendance sheet attached hereto.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the May 28, 1996 meeting, seconded by Commissioner Wood. The motion passed 4-0-1 (Commissioner Pumpaly abstained).

PENDING BUSINESS

Connor Easement - President Vandervort stated we received a proposed easement agreement from Keith Baynes, town attorney, but it may not be complete and it needs to be checked before anything is done. The Board decided to check and see what needs to be included, if anything, and then proceed with getting the easement signed. Mrs. Morgan mentioned Tatman & Lee will have someone starting wetlands delineation on June 14, 1996.

Water System Extension - President Vandervort mentioned Mr. DeLorimier of Tatman & Lee has sent a letter to the Maryland Department of Environment stating the Town was proceeding on two of the three proposed water system projects and that the third, the additional feed, was not.

President Vandervort stated Mr. DeLorimier sent a letter regarding the condition of the streets in Trinity Woods, a copy of which had also been sent to Trinity Woods, Inc. Discussion followed as to how involved the Town should be with the streets in Trinity Woods at this time. The Board decided to have a letter sent to Mr. Porter of Trinity Woods, Inc. stating the town engineer needs to be involved during the paving of the streets and a copy of Mr. DeLorimier's letter is to be enclosed with it.

Budget - Commissioner Letts asked if there had been any discussion about pay increases for town employees. President Vandervort stated there has not and, when asked, stated he was asking the Board to approve the budget tonight. After some discussion, Commissioner Letts made a motion to give 5% across-the-board raises to the town employees, seconded by Commissioner Pumpaly. The motion passed 5-0. After some discussion regarding the budget, a motion was made by Commissioner Phillips to approve the budget with a \$5,000 increase in the payroll line item and a \$5,000 decrease in the general fund transfers to long-term

maintenance line item. The motion was seconded by Commissioner Wood and the motion passed 5-0.

Commissioner Letts asked who is responsible for repairing sidewalks. President Vandervort stated, in his meeting with Delegate Rudolph, it was mentioned state non-matching grant money was available for sidewalks along state roads. He also stated we received a letter from the County Commissioners on sidewalks but it said we would have to pay part of the cost. After discussion, the Board decided to check the laws and ordinances as to who's responsible for repairing the sidewalks and to check with other towns to see how they handle it.

Parking Ordinance - Commissioner Letts stated he has a rough draft which he needs to go over with Mr. Baynes.

Commissioner Letts stated during the Colonial Fair Days which used to be held, there was a fishing derby and he would like to see the Town hold one this year under Parks and Recreation. Commissioner Wood mentioned the Town still has an unused \$50.00 Acme gift certificate we won last year for Night Out Against Crime which could be used towards food. After some discussion, Commissioner Wood will organize the event.

NEW BUSINESS

Rug Cleaning - Town Hall - President Vandervort stated we received a proposal from Olga Ganderton, who cleans the Town Hall, to clean the rug. After some discussion, the Board decided to contact other businesses which offer the same service to get prices before making a decision.

Water Operations Contract - President Vandervort stated we received three bid proposals for the water operations contract. The bids were from Miller Environmental, Upper Bay Environmental, and Maryland Water Treatment Services. He also stated Maryland Environmental Services provided a proposal. President Vandervort mentioned Mr. DeLorimier has provided the Town with his analysis of the three bids for the Board to look at. After much discussion, a motion was made by Commissioner Phillips to pursue a contract with Miller Environmental contingent on clarification of the cost of chemicals, it to be no higher than \$5,000, and that the problems raised in Mr. DeLorimier's letter be resolved to the Town's satisfaction. The motion was seconded by Commissioner Pumpaly. The motion passed 3-2.

MML Chapter Meeting Dinner - President Vandervort stated the next MML Chapter meeting is on July 18, 1996 being hosted by

Aberdeen. Mrs. Morgan stated she checked with Aberdeen and, as there aren't any guest speakers, we would not have to pay for an additional dinner and the prices for the meals include the gratuity. She also asked to have the Commissioners let her know who will be attending and their meal choice before July 12, 1996 so she can contact Aberdeen.

Old Town Equipment - President Vandervort stated two people have contacted the Town regarding the Cub Cadet tractor the Town is going to sell. After some discussion, the Board decided to post a notice for sealed bids for the tractor in the notice box outside the Town Hall to be due by 5 p.m. on the 2nd Tuesday in July. Mrs. Morgan stated there was other equipment: an old manual typewriter, an old calculator, and an old computer printer. The Board decided to put those on the notice also.

Commissioner Letts mentioned Well 3, which had been hit by lightning, is now up and running.

Mrs. Morgan mentioned she talked to Mr. Hayes of the Waste Management Administration regarding TSMT's hazardous waste permit today. He stated Mr. Collins will be sending the response to our comments and the final recommendation on the permit out shortly. She also stated the proposed pavilion for the park behind Town Hall in the next budget has been included on the FY97 request for Open Space funding. Mrs. Morgan also mentioned Mr. Brandon, the new auditor, was here on June 4 and would be back after the Town closes out their books on FY96 to continue with the audit and he stated it should be completed by the end of August. She had also recontacted Paint 'N Place to get the numbers repainted on the town pier. Mr. Wilson had also called and told her the Shoreline Erosion designs should be ready by the June 25 meeting.

Mrs. Morgan also stated Ms. Bott called and requested the Town not reserve Veterans Park for any group on June 29 as the fire company's chicken barbecue is on that day and some people take their meals down to the park to eat. After some discussion, the Board decided to note on the schedule for Veterans Park that the Town has reserved it for that day.

Commissioner Letts asked it had been previously decided that when the new parking ordinance was done, it would only allow cars to park in the parking lot at Veterans Park but no boat trailers. President Vandervort said yes.

President Vandervort stated he wanted to know if the Board wished to have Mr. Hearne, the Town Administrator, start working on an RFP for trash collection. After some discussion, the Board

decided to also include a separate request for commercial trash collection because a better price may be obtained but commercial establishments would have to pay for their own collection. After more discussion, a motion was made by Commissioner Letts to have Mr. Hearne begin working on an RFP for trash collection, seconded by Commissioner Wood. The motion passed 5-0. Commissioner Pumpaly recommended the scheduling of pickup dates and alternate pickup dates due to holidays, etc. be specified in the contract.

Accounts Payable - Commissioner Letts mentioned he has had Mr. Phillips go out and look at the light problem at the Town House and Mr. Phillips would charge the Town for a little more than the material costs. After some discussion, a motion was made by Commissioner Letts to have Mr. Phillips do the needed electrical work at the Town House, seconded by Commissioner Wood. The motion passed 4-0-1 (Commissioner Phillips abstained). After some discussion regarding the accounts payable, a motion was made by Commissioner Phillips to approve the accounts payable including the \$760.88 bill from Tatman & Lee contingent on checking with them as to what the bill was for, seconded by Commissioner Letts. The motion passed 5-0.

Zoning Ordinance Change request - President Vandervort stated there seemed to be a communication problem between the Town Commissioners and the Planning & Zoning Commission as the Town Commissioners were not informed there was current litigation against Mr. Hall when the Town Commissioners talked with him at the last town meeting. As there were members of the Planning & Zoning Commission present in the audience, a lengthy discussion followed. After the discussion, a motion was made by Commissioner Phillips to contact Mr. Baynes for an opinion in reference to Annotated Code Article 66B as to whether the Town Commissioner may or may not require the Planning & Zoning Commission to notify and/or receive the consent of the Town Commissioners before starting legal action. After more discussion, President Vandervort reminded the Board there was a motion and asked if anyone seconded the motion. The motion was seconded by Commissioner Wood. The motion passed 3-2.

Rodney Good asked to talk to the Board about some problems. He mentioned weeds around the fire hydrant located between his house and the stop sign. Also, he stated he had talked to the state noise officer regarding the noise from the Beachcomber. He asked if the Town could request the Sheriff's Office to use an unmarked patrol car in the area due to dirt bikes, speeding on Edgewater Avenue and one woman who has had kids knocking on her door scaring her. He also mentioned the speed limit sign is in the wrong place. The Board stated it would look into the problems.

Town Meeting of June 11, 1996
Minutes (cont'd.)
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Commissioner Phillips stated the grass at the entrance at Trinity Woods needs to be cut. She stated Mrs. Morgan had talked to Mr. Porter on Friday and he said he would cut it on the weekend and it has not been. After some discussion, the Board decided a letter is to be sent to Mr. Porter to have the grass cut by Thursday or the Town will have it cut Friday and charge him for it.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:11 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF JUNE 11, 1996

AGENDA

7:30 P.M.

1. Steve Owens, CEO, Union Hospital - improvements at Union Hospital & health care system

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Connor Easement
4. Water System Extension
5. Budget
6. Zoning Ordinance Change request
7. Parking Ordinance

NEW BUSINESS

8. Rug Cleaning - Town Hall
9. Water Operations Contract
10. MML Chapter Meeting Dinner - 7/18/96 (response by 7/12/96)
11. Old Town Equipment
12. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: June 11, 1996 TIME: 7:30 P.M.

Herchel Armour

Rodney Good

George H. Smith - Miller Environmental

David H. Hollebaugh - Upper Bay Environmental

Darlene M. McCall

Val Wahn

Paul Hill

Doris Hall

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

JUNE 11, 1996

SPECIAL ACCOUNT

Delmarva Power - Street Lights		606.74	315100	St. Lights
Sonshine Motor & Tire - (2 Tires) Mower	40.72		315220	Equip. Rep.
Sonshine Motor & Tire - (1 Patch Tube) Truck	7.00		315240	Truck Rep.
Sonshine Motor & Tire - Renew Starter Truck	<u>103.20</u>	150.92	315240	Truck Rep.
Russell's Sunoco		44.47	315250	Gasoline
American Home & Hwd. - Culvert Pipe - Tasker Ln.		170.00	315300	Streets
Gophery Richardson - Work-Tasker Ln. Ditch		255.00	315300	Streets
Millard Bott - Work-Tasker Ln. Ditch		127.50	315300	Streets
Millard Bott - Grass Cutting May 23	170.00		325200	Cemetery
Millard Bott - Grass Cutting May 31	<u>170.00</u>	340.00	325200	Cemetery
Millard Bott - Grass Cutting Jun 6		170.00	325200	Cemetery
Loving's Mower Service - Repairs to Mower			315220	Equip. Rep.

TOTAL 1,864.63

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

JUNE 11, 1996

UTILITY - SEWER

Delmarva Power - Sta. #1	168.42		215310	Sewer
" " - Sta. #3	65.55		215320	Sewer
" " - Rt. #7	53.24		215330	Sewer
" " - Lift Sta.	<u>10.51</u>	<u>297.72</u>	215340	Sewer
	Sub-Total	297.72		

UTILITY - WATER

*3
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Ask*

Delmarva Power - Well 1	139.52		255310	Water
" " - Well 3	188.53		255310	Water
" " - Water Tank	<u>339.82</u>	667.87	255310	Water
Tatman & Lee Ass., Inc.			255200	Contr. Oper.
Woodward-Clyde Consultants				
Trinity Woods (Water)	(1) Inspect Stormwater management installation of 4/22			
	(2) Gen. office coordination & communication with Contractor	760.88		
TASK 0002	T. deLorimier attended pre-proposal meeting of Operations & Maintenance		255200	Contr. Oper.
RFP Water	and printed FRP & Volume 1 of the D & M Manual for bidding purposes.	399.30		
Cecil Whig - Bid Ad for Water System Operation Contract		<u>57.80</u>	255200	Contr. Oper.
	TOTAL	<u>1,885.85</u>		

TOWN MEETING OF MAY 28, 1996

MINUTES

The Town Meeting of May 28, 1996 of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:35 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, Commissioner Wilbur D. Pumpaly, and Commissioner Loucretia A. Wood. Audience attendance sheet attached.

OLD BUSINESS

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the May 14, 1996 meeting, seconded by Commissioner Letts. The motion passed 3-0-1 (Commissioner Wood abstained).

Town House Lease - President Vandervort stated two of the current renters, Rick Sleutaris and Mark Unterreiner, signed the new lease for the town house today. Jason Ritter, the third renter, will be leaving Charlestown and was not included on the new lease. President Vandervort signed the lease on behalf of the Town.

PENDING BUSINESS

Water System Extension - President Vandervort stated the State has said they have enough money to do all three portions of the water system extension but the Town would have to come up with its share, approximately \$16,000, for the third portion which is the feed from the water tower. After some discussion, the Board decided to just do the looping in Charlestown Manor and Cathers Avenue.

Bridge at Cecil Street - President Vandervort stated we were trying to get something done to the bridge to make it safer for the children but didn't know if anything had been done. Commissioners Letts and Phillips both said chain link fence has been installed on the bridge.

TSMT Hazardous Waste Permit update - President Vandervort stated he and Commissioner Phillips talked to two of the County Commissioners regarding TSMT's hazardous waste permit request after the Perryville meeting on May 22, 1996. Mrs. Morgan stated a meeting with Delegate Rudolph has been scheduled at his office on Main Street, Rising Sun on May 31, 1996 at 4:30 p.m. for any Commissioner who wishes to attend. After some discussion, Commissioner Letts asked if the permit had been approved. Commissioner Phillips stated it hadn't been approved to our knowledge.

Budget - President Vandervort stated he has the budget figures done with some changes which he briefly went over. During this

discussion, Commissioner Letts stated the renters at the town house asked to have an upstairs hallway light checked. Mrs. Morgan stated she had talked to the renters today when they came in to sign the lease and, since they had other items they wanted the Town to look at, had asked them to put everything in writing so it could be forwarded to the proper Commissioner. More discussion followed regarding the budget. President Vandervort stated the current budget makes a transfer of \$2900 from the general fund to the special fund but, at this time, the special fund looks like it will have surplus funds at the end of the budget year. He recommends the transfer not be done. A motion was made by Commissioner Letts not to transfer the \$2900 as indicated in the FY96 budget from the general fund to the special fund. The motion was seconded by Commissioner Phillips. The motion passed 4-0. Mrs. Morgan told the Commissioners Mr. Brandon, the new auditor, would be here at 9:00 a.m. on June 4, 1996. The Board decided the final budget would be voted on at the next meeting. President Vandervort stated a sheet would be included giving the current balances in the town's checking and savings accounts.

Commissioner Letts told the Board Mr. Richardson gave him a time and material quote on repairing the ditch on Tasker Lane. The Town would buy the pipe and the job would be \$45.00 per hour for two men and the tractor. Also, the cost of the pipe should be billed to the property owners. Commissioner Letts stated 2 20 ft. length 8" culvert pipe is \$170 at American Home and Hardware. The motion was made by Commissioner Letts to give Mr. Richardson the time and materials bid on the Tasker Lane ditch at \$45 per hour for two men and the tractor and the Town purchases the pipe and bills the property owners. The motion was seconded by Commissioner Phillips and the motion passed 4-0.

NEW BUSINESS

Zoning Ordinance Change Request - Howard Hall talked to the Board regarding his request for a zoning ordinance change for trailers. Darlene McCall, chairman of the Planning & Zoning Commission, also talked to the Board regarding this matter. Commissioner Letts asked Mr. Hall if he has removed the two oversized trailers in accordance with the court agreement he signed with the town. Mr. Hall stated he has removed the trailers from town property. After some discussion, the Board decided they were not willing to make an change to the zoning ordinance at this time. Some Commissioners expressed interest in setting an appointment with Mr. Hall to look at the trailer park he operates. Mrs. McCall asked to be included also.

Parking Ordinance - Commissioner Letts stated he has not had

a chance to work on this yet.

John Styer (Manna Ministries) Use of Veterans Park on 6/25/96 - Mrs. Morgan stated Mr. Styer, on behalf of Manna Ministries, is requesting to reserve Veterans Park from 6 p.m. to 9 p.m. on June 25, 1996 for a musical program. He also asked to use the electrical outlet at the comfort station and to have the parking lot blocked off. After some discussion, a motion was made by Commissioner Phillips to allow Mr. Styer and Manna Ministries to use Veterans Park on June 25, 1996 with use of the electricity at the comfort station and with the parking lot blocked off, seconded by Commissioner Letts. The motion passed 4-0.

Portable Toilets for Park and Athletic Complex - President Vandervort stated in the past portable toilets had been placed at the park behind Town Hall and the athletic complex. He asked the Board if they wished to do so this year. After some discussion, a motion was made by Commissioner Wood to place two portable toilets, one at the park behind Town Hall and one at the athletic complex. The motion was seconded by Commissioner Phillips. The motion passed 4-0.

Resolution 96-1 Circuit Rider Program Participation for FY97 - President Vandervort stated Resolution 96-1 requested by Maryland Rural Development Corporation continues the town's participation in the Circuit Rider Program for FY97. Mr. Hearne is the circuit rider town administrator for Charlestown and also for the town of Cecilton. A motion was made by Commissioner Letts to pass Resolution 96-1 as written, seconded by Commissioner Phillips. The motion passed 4-0.

Mrs. Morgan reminded the Board the bid opening for the water operations contract is set for 2 p.m. on May 30, 1996.

President Vandervort stated he received a quote from Paint 'N Place to paint the slip numbers at the town's municipal boat pier. They quote \$10 for each slip for two locations. He further stated there are 36 slips, including the transient slips, on the boat pier. A motion was made by Commissioner Wood to have Paint 'N Place paint the slip numbers at the boat pier for \$10 for each slip for two locations, seconded by Commissioner Phillips. The motion passed 4-0.

Commissioner Letts stated Mr. Adkins told him the transmission has gone on the Cub Cadet tractor. He recommends replacing it rather than repairing it. The Board will budget monies in next year's budget to purchase a new tractor. The John Deere tractor will be used as a spare. The Board also decided to sell the Cub

Cadet for the best offer received for it. Commissioner Letts informed the Board Well 1 was hit by lightning last Saturday. He talked to David Hollenbaugh of the county's Department of Public Works and it may be fixed today. The Board decided to check with LGIT to see if this may be covered by the town's insurance. Commissioner Letts also told the Board the roads in Trinity Woods have been repaired but the final paving hasn't been done.

President Vandervort stated he received an anonymous letter complaining about Ronald Daniels, the fire chief, filling his pool with a fire hydrant. He stated Mr. Daniels asked permission to do so and the Town is charging him for the water used.

Commissioner Letts told the Board the fire hydrant in Trinity Woods which someone had painted yellow will be repainted by Mr. Adkins tomorrow, weather permitting.

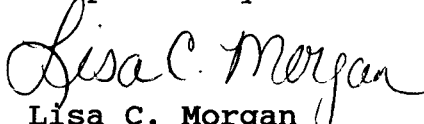
Commissioner Phillips stated she has received complaints about the high grass growing on Cecil Street up by the school. Commissioner Letts stated it's the State's responsibility to mow but the town has mowed it in the past and Mr. Adkins will take care of it.

President Vandervort told the Board the next sewer bill from the county will have a 7% increase. He asked the Board if the town should absorb this increase or should the town's sewer rates be changed to pass the increase on to the residents. After some discussion regarding the sewer agreement between the County and the Town, the Board decided not to do anything on the sewer rates at this time.

Accounts Payable - Commissioner Wood questioned the number of trips indicated on Mrs. Morgan's request for mileage reimbursement for taking deposits to the bank. She stated she counted 24 trips rather than 34 trips. A motion was made by Commissioner Phillips to approve the accounts payable list including Mrs. Morgan's mileage reimbursement request once the number of trips have been verified, seconded by Commissioner Letts. The motion passed 4-0.

As there was no further business to be discussed, the meeting was adjourned by President Vandervort at 9:10 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MAY 28, 1996

AGENDA

7:30 P.M.

OLD BUSINESS

1. Approval of Minutes
2. Town House Lease

PENDING BUSINESS

3. Water System Extension
4. Bridge at Cecil Street
5. TSMT Hazardous Waste Permit update
6. Budget

NEW BUSINESS

7. Zoning Ordinance Change request
8. Parking Ordinance
9. John Styer (Manna Ministries) - Use of Veterans
Park - 6/25/96
10. Portable toilets - Park & Athletic Complex
11. Resolution 96-1 - Circuit Rider Program participation
for FY97
12. Accounts Payable

May 28, 1996

Town Meeting

Sign in Sheet

Darlene M. McCall

Hansel ~~McCall~~

Val Hahn

TOWN MEETING OF MAY 28, 1996

ACCOUNTS PAYABLE

GENERAL FUND

Bryant, Vernon:

- replaced crawl space door @ Town Hall	(150410 - Town Bldg-Repairs)	114.50	
- fixed rat wire over vent @ Town Hall	(150410 - Town Bldg-Repairs)	49.85	
- replaced foyer floor @ Town Hall	(150410 - Town Bldg-Repairs)	985.73	
- made storage box for maps	(150470 - Town Bldg-Ofc Upgr)	<u>191.75</u>	
	Subtotal:	1,341.83	1,341.83

AT&T - long distance telephone serv.	(150440 - Town Bldg-Tele)		20.60
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Bell Atlantic - telephone @ Town Hall	(150440 - Town Bldg-Tele)		104.05
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Alger Oil:

- Inv #977842 - furnace maint. contract (Town Hall)	(150450 - Town Bldg-Maint)	109.95	
- Inv #977667 - furnace maint. contract (Town House)	(150450 - Town Bldg-Maint)	<u>109.95</u>	
	Subtotal:	219.90	219.90

Ganderton, Olga - cleaning services on 6/1/96	(150450 - Town Bldg-Maint)		15.00
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Maryland Rural Development Corp - Circuit Rider Program paym't 1/1 - 3/31/96	(150330 - Contract-Admin)		2,642.50
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Data Services, Inc. - printing of FY97 tax billing	(150210 - Admin-Gen'l Gov't)		1,335.00
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Town Meeting of May 28, 1996
 Accounts Payable
 Page 2 of 3

Morgan, Lisa C. - mileage reimbursement
 for taking deposits to bank on
 2/13-2/16; 2/20-2/22; 2/28-2/29;
 3/1; 3/4-3/8; 3/11-3/15; 4/26; 4/30;
 5/1; 5/3; 5/7-5/8; 5/10; 5/15-5/17;
 5/20-5/21; 5/23-5/24 (34 trips)

34 trips @ 6 mi./trip @ \$0.31/mile (150210 - Admin-Gen'l Gov't) 63.24

Whitby, Richard (d/b/a Lawn Ranger
 Grasscutting Service - selected
 areas mowing on 5/18/96

(150720 - Parks/Rec - Maint) 290.00

General Fund Subtotal: \$ 6,032.12

Payroll:

Actual	- May 16	842.27
	May 23	<u>807.28</u>
		1,649.55 (ppd)

Projected	- May 30	807.28
	June 6	<u>807.28</u>
		1,614.56

SPECIAL FUND

Bott, Millard (d/b/a Midy's Lawn Serv) (325100 - Cem.-Maint) 170.00

Special Fund Subtotal: \$ 170.00

Town Meeting of May 28, 1996
Accounts Payable
Page 3 of 3

UTILITY FUND

WATER

Delmarva Power:

Well 1	(255310 - Tank Site-Elec)	268.00	
Well 3	(255310 - Tank Site-Elec)	<u>662.90</u>	
	Subtotal:	930.90	930.90

Bell Atlantic - telephone @ water tower	(255320 - Tank Site-Tele)		61.91
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U.S. Postmaster - postage(255410 - Admin - Postage)			<u>48.00</u>
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Water Subtotal: \$ 1,040.81

SEWER

U.S. Postmaster - postage(215610 - Admin-Postage)			<u>48.00</u>
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Sewer Subtotal: \$ 48.00

Utility Fund Subtotal: \$1,088.81 1,088.81

GRAND TOTAL - ALL FUNDS: \$7,290.93

TOWN MEETING OF MAY 14, 1996

MINUTES

The Town Meeting of the Town Commissioners of Charlestown on May 14, 1996 was called to order by President Steven W. Vandervort at 7:36 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet attached hereto.

Nancy Crawford told the Board a summer camp for 50 children will be held at the Charlestown Elementary School through a grant from the State. She asked the Board for permission to use the athletic complex between July 8, 1996 and August 2, 1996 between the hours of 10-11 a.m. for teaching the children tennis, baseball, calisthenics, etc. She stated other people wishing to use the area at the same time would be able to. Also, she asked the Board to be judges in a Kids Against Tobacco poster contest. The children participating are from the homework club she holds every Tuesday night. She would deliver the posters to the Town Hall in the morning on Wednesday, May 29 so the judging could be done. There are two age groups with three winners for each age group. The Board agreed to be judges. Commissioner Pumpaly suggested a notice be posted in the notice box outside Town Hall about them using the athletic complex during those dates and the Board agreed.

Old Business

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the April 23, 1996 meeting, seconded by Commissioner Pumpaly. The motion passed 4-0.

Pending Business

Boat Ramp Fee - President Vandervort stated he had looked over the current parking ordinance which he believes does not cover parking permits and would need to be changed. Discussion followed. The Board decided to do an addendum to the parking ordinance so parking permits can be issued as soon as possible and later the Board would rewrite a new parking ordinance, repealing the existing one. Commissioner Letts said he would work on the addendum, the new ordinance and ticket books with Mr. Hearne. Commissioner Pumpaly asked if a decision was made on what to charge for the permits. Discussion followed. The Board agreed Charlestown residents and property owners would get parking permits at no charge. Daily parking permits would be \$8.00 and seasonal parking permits would be \$60.00. Commissioner Pumpaly suggested a disclaimer should be included somewhere that they would be permitted to park if parking space is available. More discussion followed. President Vandervort stated daily parking permits would be dated and seasonal tickets would be numbered, tied to the registration number, and would be not be

transferrable. He also stated Charlestown Marina seemed agreeable to selling the permits but he hasn't be able to talk to the other businesses.

Water System Extension Easement & Meeting with Mr. Connor - President Vandervort stated Mr. Connor met with Mr. Hearne, Mrs. McCall and Mr. Armour of the Planning & Zoning Commission, and himself about the need for an easement from Mr. Connor to complete the looping of the water system in Charlestown Manor. There were three issues discussed at the meeting. The first was the easement needed for completing the looping in the Manor. He stated Mr. Connor agreed to sign an agreement as long as he retains property rights. Also, Mr. Connor sold the other end of the property to McQuitty but had retained utility rights. He stated we need to check with our attorney if that would allow us to run the loop with Mr. Connor's easement agreement. The second issue was an agreement Mr. Connor had made with the Town when Mr. Connor paid to have a 95 foot section of pipe installed and connected to the water system. The agreement was people who subsequently hooked up through the line Mr. Connor paid to have installed would reimburse him a portion of his expenses. Discussion followed. President Vandervort stated the third issue was the town installed a line up the old Rte. 267 roadbed which is owned by Mr. Connor without an easement. Mr. Connor has offered a couple of options to the Town on resolving this issue. Discussion followed. President Vandervort stated he would work on a proposal to send to Mr. Connor.

Mr. Hearne stated Mr. DeLorimier from Tatman & Lee would be here on Thursday for the pre-bid meeting for the water operations contract at 10 a.m. and, he also would be here on the same date for the 1 p.m. meeting with Mr. Behsudi about the looping of the water system.

Bridge at Cecil Street - Mr. Hearne stated he has not contacted the State Highway Administration about what they may been able to do to make the bridge safer for children. He said he would do so.

Town House Lease - President Vandervort stated the town house renters have agreed to the new lease but have informed the town one of the current renters would be leaving the area shortly. Discussion followed about how the lease should be written. The Board decided to have Mr. Hearne do up the lease with the two renters remaining with the new rent amount. Commissioner Letts asked if the Town has received the opinion

from Mr. Mahoney on allowable uses for the town house. Mr. Hearne had contacted Mr. Mahoney and the Town should have something by the end of the week from him.

TSMT Hazardous Waste Permit Update - President Vandervort stated Senator Sarbanes sent a copy of a letter he received from Mr. McCabe of the EPA which said the State has the right to issue or deny the permit. He also said there was a meeting on May 10, 1996 with Mr. Bowman and Mr. Williams of the Maryland Rural Water Association about this issue. Discussion followed. Commissioner Letts asked if MDE has issued the permit. Commissioner Phillips said they haven't yet as far as we're aware of.

Mr. Hearne stated there would be a meeting at 7 p.m. Wednesday, May 22, 1996 at the Perryville Town Hall with the County Commissioners where the amount of tax differential the towns will be receiving next year would be discussed. He stated the County Commissioners' office should be contacted if anyone would be able to attend.

President Vandervort stated he was going to deviate from the agenda and mention Mrs. McCall sent a letter regarding Mr. Hall's request to change the zoning ordinance about trailers. He stated he would like to table this matter until a later meeting. The Board agreed to do so.

Budget - President Vandervort presented the rough draft of the FY97 budget to the Board for discussion. Lengthy discussion followed on various budget items and figures.

Tax Rate & Service Charge for Semi-Annual Tax Billing - Mr. Hearne said the town tax rate needs to be set as we need to notify the Maryland Department of Assessments and Taxation and Data Services so the tax billing can be done. President Vandervort stated the current town tax rate is \$0.80/\$100 of assessed value. Brief discussion on the tax rate. A motion was made by Commissioner Letts to keep the tax rate at \$0.80/\$100 of assessed value, seconded by Commissioner Phillips. The motion passed 4-0. President Vandervort stated the town can charge a service charge on the tax bills for semi-annual tax payments for lost interest. Discussion followed. A motion was made by Commissioner Phillips for a service charge on semi-annual tax billing with the town interest rate set at 5%, seconded by Commissioner Pumpaly. The motion passed 4-0.

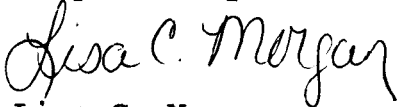
Commissioner Letts stated the water leak at Chesapeake and

Town Meeting of May 14, 1996
Minutes (cont'd.)
Page 4 of 4

Cecil Street was due to a slipped joint and has been repaired but in the process the Department of Public Works found a similar problem above the old Breaktyme Pub. He said Public Works indicated the leak is small as they aren't losing anything at the tower. He also said Public Works needs to wait until we have a dry spell before they can determine where the leak is. Commissioner Letts further stated someone painted a hydrant out in Trinity Woods and has talked to the individual about it. He stated the fire company checks the hydrants for flow pressure and they are color-coded by painting the tops of the hydrants to indicate which hydrants have what flow pressure. He suggested a mention not to paint the hydrants and why be included in the next insert sent with the utility bills.

As there was no further business to be discussed, at this time, President Vandervort stated the Board would be going into an executive session. This is allowed under State Government Article Title 10 Subtitle 5 Section 10-508 a(2)ii. The meeting was adjourned by President Vandervort at 10:49 hours.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF MAY 14, 1996

AGENDA

7:30 P.M.

1. Nancy Crawford - Use of athletic complex
for summer camp for children

OLD BUSINESS

2. Approval of Minutes

PENDING BUSINESS

3. Boat Ramp Fee
4. Water System Extension Easement & Meeting
with Mr. Connor
5. Bridge at Cecil Street
6. Town House Lease
7. TSMT Hazardous Waste Permit Update
8. Budget
9. Tax Rate & Service Charge for Semi-Annual Tax Billing

NEW BUSINESS

10. Zoning Ordinance Change Proposed
 11. Accounts Payable
- Executive Session -

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/14/96 TIME: 7:30 PM

- Nancy Crawford
- Heather Thompson
- Theresa Hall
- Darlene McCall
- Val Hahn
- Richard Whitby

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

MAY 14, 1996

GENERAL ACCOUNT

ACCT. NO.

150100 - Contr. Ser.	Star Financial Corp. - Cathy Genery		494.00
150210 - Gen. Gov't.	Cecil Whig - Auditing Ser. & Invitation to bid/Mowing Service		132.80
	MD. Dept. of Assessments & Taxation - 2 new tax maps		10.00
150220 - Off. Exp.	Staples - Supplies		53.15
150310 - Leg. Ser.	Keith A. Baynes (H. Hall & D. McCall)		205.00
150420 - Elect.	Delmarva Power - Town Hall	105.60	
	Garage	12.45	
	Comfort Sta.	<u>6.50</u>	124.55
150450 - Main.	Harvey & Harvey - Waste Control		50.00
	Olga Ganderton - Town Hall		15.00
	Don Haffner Septic Service - Turn Water on at Comfort Sta.		75.00
150520 - Inc.	Crothers-Little Ins. Agency - Bond, Berry		50.00
150710 - Cont. Main.	Lawn Ranger Grass Cutting (R. Whitby)		
	April 28	290.00	
	May 4	290.00	
	May 11	<u>290.00</u>	870.00
	Corron Trash Removal - Jan. '96	50.00	
	Feb. '96	40.00	
	Mar. '96	<u>40.00</u>	130.00
150980 - Elect.	Delmarva Power - Town Boat Dock		<u>5.75</u>
		Current Bills	<u>2,215.25</u>
	Town of Charlestown - Payroll		
	Actual - Apr. 25	\$1,119.50	
	May 2	1,069.05	
	May 9	<u>1,141.69</u>	PPD. <u>3,330.24</u>
	Projected - May 16	1,215.00	
	May 25	<u>1,325.00</u>	2,540.00
	Fed. Tax W.H. Apr.	383.00	
	S/S Tax W.H. Apr.	<u>498.10</u>	881.10
	State Tax W.H. Apr.	<u>212.42</u>	PPD. <u>212.42</u>
			<u>1,093.52</u>

(Approved by Letts, Phillips, & Vandervort)

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

MAY 14, 1996

- 2 -

GENERAL ACCOUNT

Petty Cash Reimbursement	32.80
Postage: 2/28 - 5/7 for overweight, oversize, and certified mail	
(10) copies of Town House Will - Courthouse	5.00
(1) copy of Town House Deed - Courthouse	.75
(3) rolls Paper Towels - Dollar General	2.37
(2) case Copier Paper - Walmart	16.76
(1) case Copier Paper - Walmart	9.94
Toilet Paper, Cleaning Supplies - Dollar General	<u>6.83</u>
TOTAL	<u>74.45</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

MAY 14, 1996

SPECIAL ACCOUNT

ACCT. NO.

315250 - Gas -	Sunoco		111.74
315420 - Gen. Maint.-	American Home & Hdw., Paint, Fluor. Lamp		92.20
315100 - St. Lights -	Delmarva Power		606.78
315220 - Equip Rep. -	Loving's Mower Service		45.00
325100 - Main.	Cecil Whig - Cemetery (Adv.) -- Bid	27.20	
	Cemetery (Adv.) - Bid	27.20	54.40
325100 - Main.	Millard Bott - Filling in low spots,	150.00	
	seeding, raising sunken graves 5/6		
	Millard Bott - Mowing & Trimming 5/4	170.00	
	Millard Bott - Mowing & Trimming 5/10	170.00	
	Millard Bott - Mowing & Trimming 4/26	170.00	660.00
315300 - Streets	Tatman & Lee - Prepared bid package		
	for paving 3 roads within Charlestown		<u>1,459.75</u>
		TOTAL	<u>3,029.87</u>

NOTE: Apr. 23rd meeting, Sunoco was charged with a \$7.00 bill that belonged to Sonshine Motors. Correction was made before mailing.

UTILITY ACCOUNT - SEWER

ACCT. NO.

215310 - Sta. #1 -	Delmarva Power	233.76	
215320 - Sta. #3 -	Delmarva Power	89.30	
215340 - Lift Sta.	Delmarva Power	14.39	
215330 - Rt. #7 -	Delmarva Power	33.60	371.05
		SUB-TOTAL	<u>371.05</u>

UTILITY ACCOUNT - WATER

ACCT. NO.

255310 - Well 1	Delmarva Power	324.96	
255310 - Well 3	Delmarva Power		
255310 - Water Tank	Delmarva Power	442.69	767.65
255700 - Capital Improvements -			
255730 - New Construction			
	Tatman & Lee - RFP Water Task 2		<u>555.06</u>
		TOTAL	<u>1,693.76</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

MAY 14, 1996

GENERAL ACCOUNT

ACCT. NO.

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			<u>1,093.52</u>

(Approved by Letts, Phillips, & Vandervort)

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

MAY 14, 1996

- 2 -

GENERAL ACCOUNT

Petty Cash Reimbursement	32.80
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(1) case Copier Paper - Walmart	9.94
Toilet Paper, Cleaning Supplies - Dollar General	<u>6.83</u>
TOTAL	<u>74.45</u>

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

MAY 14, 1996

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325100 - Main.	Millard Bott - Filling in low spots,	150.00	
	seeding, raising sunken graves 5/6		
	Millard Bott - Mowing & Trimming 5/4	170.00	
	Millard Bott - Mowing & Trimming 5/10	170.00	
	Millard Bott - Mowing & Trimming 4/26	170.00	660.00
315300 - Streets	Tatman & Lee - Prepared bid package		
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255310 - Well 3	Delmarva Power		
255310 - Water Tank	Delmarva Power	442.69	767.65
255700 - Capital Improvements -			
255730 - New Construction			
	Tatman & Lee - RFP Water Task 2		555.06
		TOTAL	<u>1,693.76</u>

TOWN MEETING OF MAY 14, 1996

EXECUTIVE SESSION

MINUTES

Pursuant to the State Government Article as indicated in the minutes of the regular meeting, the Board went into Executive Session at 10:51 P.M. The motion was made by Commissioner Phillips and seconded by Commissioner Pumpaly. Motion passed 4-0-0.

There was discussion on staffing needs to accomplish maintenance work and that in the office. After reviewing several ideas, a motion was made by Commissioner Phillips that staffing in the office would consist of one (1) part-time and one (1) full-time clerk as well as one (1) part-time administrator. Maintenance staffing would consist of one (1) part-time and one (1) full-time person. Motion seconded by Commissioner Pumpaly. Passed 3-1-0.

A motion to adjourn the meeting was made by Commissioner Phillips and seconded by Commissioner Pumpaly. Motion passed 4-0-0. The meeting was adjourned by President Vandervort at 12:12 A.M.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

TOWN MEETING OF APRIL 23, 1996

MINUTES

The Town Meeting of the Town Commissioners of Charlestown of April 23, 1996 was called to order by President Steven W. Vandervort at 7:33 p.m. Other commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet attached.

President Vandervort presented plaques to former Commissioners B. Frank Shriver and Gophery H. Richardson, Jr. in appreciation for their serving the Town as Commissioners for 2 years and 8 years respectively.

Old Business

Approval of Minutes - A motion was made by Commissioner Phillips to approve the minutes of the April 9, 1996 meeting, seconded by Commissioner Pumpaly. The motion passed 4-0.

Pending Business

Mowing Bids -

President Vandervort stated there were two mowing bids to be awarded: one for mowing the ballfield and certain areas and one for mowing the town cemetery. He proceeded to read the bid amounts for mowing the ballfield and selected areas which were as follows: Millard Bott - \$330.00/cutting; Lawn Ranger (Richard Whitby) \$290.00/cutting; DLS Limited - \$350.00/cutting; Aaron's Land & Sea Services - \$100.00/cutting; and Gophery Richardson - \$295.00/cutting.

After some discussion, President Vandervort read the bids for the cemetery mowing which were as follows: C. Denise Wilson - \$2,800.00 (for May through October); William Ingram, Jr. - \$150.00/cut; Gophery Richardson - \$140.00/cutting; Lawn Ranger (Richard Whitby) - \$150.00; Bowser's Lawn Care - \$147.00/cut; and Millard Bott - \$170.00/cutting.

After some discussion, a motion to award both the ballfield & certain areas and the cemetery mowing contracts to Mr. Richardson was made by Commissioner Pumpaly. After more discussion, Commissioner Pumpaly withdrew his motion. Discussion followed. Again, Commission Pumpaly made a motion to award the ballfield & certain areas and the cemetery mowing contracts to Mr. Richardson. The motion was withdrawn for

further discussion. Discussion followed as to whether bids should be awarded combined or separately. During the discussion, Mr. Ingram requested to withdraw his bid for the cemetery mowing from consideration. More discussion followed.

A motion was made by Commissioner Phillips to award the cemetery mowing contract to Millard Bott, seconded by Commissioner Letts. The motion passed 3-1.

A motion was made by Commissioner Phillips to award the ballfield mowing contract to Richard Whitby, seconded by Commissioner Letts. The vote on the motion was 2-2 so the motion did not pass.

A motion was made by Commissioner Pumpaly to award the ballfield mowing contract to Lawn Ranger (Richard Whitby), seconded by Commissioner Letts. The motion passed 4-0.

Boat Ramp Fee -

President Vandervort stated he had received sample parking stickers from a company but has no cost estimates yet. He also stated he received a suggestion from a resident to possibly use the fire company volunteers to sell parking permits at the boat ramp in return for part of the proceeds. He discussed this briefly with Ronnie Daniels of the fire company who said it could be discussed. Commissioner Letts asked if the Town has talked to the merchants about selling the parking permits. President Vandervort said we haven't and asked Mr. Hearne if he had checked on the cost of a sign. Mr. Hearne stated no as he would need to know the wording for the sign and the size in order to get a cost estimate.

Water System Extension -

Mr. Hearne stated he's been trying to get an answer from MDE allowing the Town to defer budgeting the Town's portion of the design costs on the water system extension as it's not grant eligible. He also stated in the letter from MDE about using up the grant money, no mention was made about a time constraint in using the money but, in talking with Mr. Behsudi of MDE, he was told there is, the grant money would have to be used by 9/30/96. Mr. Hearne said MDE is supposed to send a letter stating that and, if he doesn't receive it by Thursday, he will have them fax it. He also will ask them to confirm the amount of grant money remaining in writing. Mr. Hearne further said he talked with Mr. DeLorimier of Tatman & Lee who said the project could be finished by that date but the Town

would have get started. The Board expressed concern that if construction is not finished by that date and MDE holds the Town to the 9/30/96 completion date, the Town would have to pay. Mr. Hearne also stated he was concerned because he knows, if not for Cather Avenue, that the Town would need easements in the Manor for that portion of the project and, possibly, a wetlands delineation. The Board asked Mr. Hearne to get from MDE a written confirmation of the 9/30/96 completion date and the amount of grant money remaining, and if MDE won't change their minds on the date, the Board will consider contacting legislators about the situation.

Data Services - Tax Bills (Service Charges)

President Vandervort stated Data Services, the company which prints our tax bills, requested the Town let them know by Thursday if they were to do our tax bills for this year. Mr. Hearne stated the printing of the tax roll and tax bills would be \$900 with a \$425 one-time surcharge for conversion to semi-annual billing for a total of \$1325. A motion to stay with the tax billing services of Data Services for the next tax year for \$1325 was made by Commissioner Letts, seconded by Commissioner Phillips. The motion was passed 4-0.

Olga Ganderton talked to the Board regarding her property not being annexed into town and her receiving town water at the in-town rate. Her property was supposed to be annexed in but wasn't annexed in by mistake. There is an agreement that the Town can annex her in when they decide to do so. After some discussion, the Board went on with the next agenda item.

Audit Bids -

President Vandervort stated we received bids for the town audit this year as follows: James Baxter - \$4,500 with an additional \$1,000 for a single audit if needed; James Brandon - \$3,000 with an additional \$1,000 for a single audit if needed (\$750.00 for each additional single audit if necessary); and T. Jess Crouch & Associates - \$4,400 (but stipulated was not interested unless agreement is for 3 years). After discussion, a motion was made by Commissioner Phillips to award the auditing bid to Mr. Brandon. Then, because of further discussion, Commissioner Phillips withdrew her motion. After more discussion, a motion was made by Commissioner Phillips to award the auditing bid to Mr. Brandon for one year for the amount of \$3,000, seconded by Commissioner Pumpaly. The motion passed 3-1.

New Business

Bridge at Cecil Street - Needs to be enclosed

Commissioner Phillips stated small children are afraid to use the bridge on Cecil Street and are walking in the street. After some discussion, Mr. Hearne will contact the State on what can be done to make the bridge safer.

MML Conference - Costs for Spouses

Mrs. Morgan asked the Board how costs for spouses attending the MML Conference with Commissioners are to be handled. After discussion, a motion was made by Commissioner Pumpaly for the Town to pay any hotel, dinner, and mileage costs incurred by spouses attending the MML Conference, seconded by Commissioner Phillips. The motion passed 3-0-1 (Commissioner Letts abstained).

Town House Lease

President Vandervort stated the tenants of the town house have asked for a one-year lease rather than a six-month lease. President Vandervort stated the Town has requested Mr. Mahoney, the Town Attorney, for an opinion on acceptable uses for the town house which would be in accordance with the will which originally gave the Town the property. After some discussion, a motion was made by Commissioner Letts to offer the tenants of the town house a one-year lease at \$730.00 per month, seconded by Commissioner Pumpaly. The motion passed 4-0.

Garden Club use of Veterans Park

President Vandervort stated the Garden Club has asked to use Veterans Park on June 11 from 11:45 to 3:00. A motion was made by Commissioner Letts to allow the Garden Club to use Veterans Park on June 11 from 11:45 to 3:00, seconded by Commissioner Phillips. The motion passed 4-0. Commissioner Letts stated he would have Mr. Adkins block off the parking lot the night before.

Paul Phillips of the Charlestown Yacht Club asked the Board if the Yacht Club could also use Veterans Park on May 5 to clean up the park and afterward hold a cook-out and bonfire. He, also, asked if the town truck could be available to haul the trash or debris they collect. Discussion followed during which President Vandervort mentioned the Town received

a written request from Charlestown Marina for the Town's permission for some kids to clean up the park, etc. but no date was mentioned. After discussion, a motion was made by Commissioner Letts to allow the Charlestown Yacht Club to use Veterans Park on May 5 to clean up the park and hold a cook-out but no bonfire, seconded by Commissioner Pumpaly. The motion passed 4-0. Commissioner Letts stated he would have Mr. Adkins block off the parking lot for this also.

Budget -

President Vandervort stated he has been working on the budget and has projected income figures for the next fiscal year. He requested the Commissioners let him know what needs to be included in the budget before the next meeting. Commissioner Letts discussed with the Board some prices on pumps he had received from Mr. Hollenbaugh of the County Dept. of Public Works.

President Vandervort stated the Town received a letter from Howard Hall requesting a change in the zoning ordinance regarding recreational vehicles. After some discussion between Mr. Hall and the Board, the matter was deferred to the next meeting.

President Vandervort reported to the Board regarding his meeting with Dave Wilson of the RC&D Council on the Louisa Lane Shoreline Erosion project. He also said they are working on sketches for Veterans Park but hasn't received them yet. Mr. Wilson also had looked at the end of Water Street down by the town wharf where they saw some erosion. The RC&D Council will do up sketches and estimates for that also.

Commissioner Letts stated the Schochs have a tree they want to take down which seems to be partly on their property and on Town property. After some discussion, the Board will refer the Schochs to the Planning & Zoning Commission to check to see if they need a permit. As the Schochs also questioned the amount of their utility bill, Commissioner Letts checked and the amount is correct. He will let them know about that.

Commissioner Letts stated he had talked to the representative from TCI Cable regarding Joe & John Magness being unable to get cable. The TCI Cable representative told him they would contact the Magnesses to try and resolve the problem.

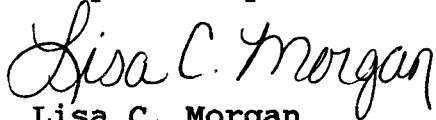
Accounts Payable - After a brief discussion, a motion was made by Commissioner Phillips to pay the accounts payable list, seconded by Commissioner Pumpaly. The motion passed 3-

Town Meeting of April 23, 1996
Minutes (cont'd.)
Page 6 of 6

0-1 (Commissioner Letts abstained).

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:15 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF APRIL 23, 1996

AGENDA

7:30 P.M.

Presentation of Plaques

Old Business

1. Approval of Minutes

Pending Business

2. Cemetery Mowing Bids - Mick McMullen's Comment Sheet
3. Other Mowing Bids
4. Boat Ramp Fee
5. Water System Extension
6. Data Services - Tax Bills (Service Charges)
7. Audit Bids

New Business

8. Bridge at Cecil Street - Needs to be enclosed
9. MML Conference - Hotel costs for spouses
10. Town House Lease
11. Garden Club use of Veterans Park - 6/11/96, 11:45 to 3:00
12. Budget
13. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/23/96 TIME: 7:30 PM

- Paul E. [unclear]
- William [unclear]
- Howard [unclear]
- G. R. Gordon
- Hal Healy
- R. Whitty
- Frank Shurt
- Bud [unclear]
- Olga Handerton
- John Handerton
- E. M. Mullis

ACCOUNTS PAYABLE

APRIL 23, 1996

GENERAL ACCOUNT

A T & T		10.85
Bell Atlantic		93.72
C. C. MD. Sheriff's Office - Gasoline	45.36	
" " " - Deputies	<u>631.30</u>	676.66
Keystone Digital Imaging - Maintenance Agreement, Toner		729.00
Olga Ganderton - Office Cleaning (April 20th)		15.00

Payroll:

Actual - Adkins, Berry, Speck			
Apr. 11	721.40		
" 18	749.80		
Actual - Genery Apr. 1 - Apr. 5 & Apr. 8 - Apr. 12	971.75		2,442.95
Projected - Adkins, Berry, Morgan & Speck			
Apr. 25	1,093.89		
May 2	1,124.48		
May 9	1,099.59		
Projected - Genery			
Apr. 15 - Apr. 19	<u>487.50</u>		3,805.46
County Banking & Trust (forward payments to IRS & Social Security)			
Federal Withholding - Mar. 96	449.00		
Social Security W/H - Mar. 96	<u>558.58</u>		
	<u>1,007.58</u>	PPD.	1,007.58
Comptroller of The Treasury - Mar. 96	<u>237.27</u>	PPD.	237.27
MD. Unemployment Insurance - 1st Qtr. '96	<u>117.76</u>		117.76
First Quarter Fringe - Berry	<u>131.25</u>		131.25
MD. Municipal League Dinner (6)	<u>132.00</u>	PPD	<u>132.00</u>
		TOTAL	<u>9,399.50</u>

ACCOUNTS PAYABLE

APRIL 23, 1996

- 2 -

SPECIAL ACCOUNT

Sunoco - Gasoline

7.00

TOTAL

7.00

UTILITY - SEWER

UTILITY - WATER

Cecil County Treasurer Lewis R. Jackson, Jr.
Water Operation Agreement

11,408.70

Bell Atlantic - Telephone, Water Tower

61.62

Water Pro - 6 Meters

571.50

(Freight)

10.35

581.85

TOTAL

12,052.17

GRAND TOTAL

21,451.67

All checks below made payable to the Town of Charlestown to correct payment on bills taken from wrong accounts or deposit of monies into wrong accounts.

Utility checking account:

- check #1602 - reimburse general checking account \$144.00 for postage for 1st qtr '96 utility billing
- check #1603 - reimburse general checking account \$38.50 for reimbursement to S. Vandervort for copying inserts for 1st qtr '96 utility billing
- check #1604 - transfer \$2.00 to general checking - fax money deposited on utility deposit of 4/11/96 by mistake

General checking account:

- check #3114 - transfer \$23.00 to utility checking - partial payment made by B. Burchett on 4th qtr '95 utility bill deposited on general deposit of 4/3/96 by mistake
- check #3115 - transfer \$115.00 to utility checking - payment made by R. Carroll for bad ck given in payment on 4th qtr '95 utility bill deposited on general deposit of 4/3/96 by mistake

TOWN MEETING OF APRIL 9, 1996

MINUTES

The Town Meeting of the Town Commissioners of Charlestown of April 9, 1996 was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, and Commissioner Wilbur D. Pumpaly. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet attached hereto.

Approval of Minutes

Commissioner Pumpaly made a motion to approve the minutes of the March 12, 1996 meeting. Commissioner Letts seconded the motion and the motion passed 3-0-1 (Commissioner Phillips abstained).

Commissioner Phillips made a motion to approve the minutes of the March 26, 1996 meeting. Commissioner Letts seconded the motion and the motion passed 3-0-1 (Commissioner Pumpaly abstained).

TSMT Update

President Vandervort stated we still have not received a letter back from Mr. Collins. The Army Corps of Engineers notified TSMT they may need a permit from them. The Cecil County Commissioners sent a letter saying they are not opposed to the situation at TSMT.

Charlestown Fall Festival

Ronald Daniels, chief of the Charlestown Fire Company, sent the Town Commissioners a letter stating he had reviewed the plans for the Fall Festival and found them to be acceptable. Commissioner Letts suggested that someone sponsoring the Festival contact the Sheriff as soon as possible. Commissioner Phillips stated a letter will be going out to the Sheriff and the Fire Police shortly and they will be contacting someone from the State to get the cones and the vests.

Boat Ramp Fee

The Board discussed various options involving the boat ramp. Commissioner Letts suggested we get the stickers but talk with the Sheriff to make sure it is enforceable. President Vandervort recommended to proceed with the idea of requiring stickers to park and use the boat ramp. The decision was made to find out the cost of the stickers. The Board will decide at a later time the fees that would be

charged for daily and seasonal and the fees for Town residents. Commissioner Letts also suggested restricting parking at Veterans Park for patrons of the park only. No action taken at this time.

Water System Extension

President Vandervort stated we received a letter from MDE stating basically they would approve what we want to do at Charlestown Manor and Cather Avenue Extension but the cost of the engineering to complete the design must be covered by the local share which would be our part. The estimated cost for both projects is approximately \$11,800.00. Mr. Hearne said he would send a letter to the State and ask them if it would be all right if we budgeted our share in the upcoming budget. President Vandervort said he would like permission to proceed with this project. Commissioner Letts made a motion to proceed with the Charlestown Manor water extension and the Cather Avenue water extension with an estimated cost of \$11,800.00. Commissioner Pumpaly seconded the motion and the motion was approved 4-0.

Paving

President Vandervort stated we have the Town Engineer doing a bid package for road repairs.

Ditches

Commissioner Letts told the Board he received complaints about 5 ditches. One on Edgewater Avenue so Harley was instructed to clean it out and also to trim some limbs while he was there. There is one on Tasker Lane which Commissioner Letts believes will need a ditch job but he thinks the property owners should be responsible to pay for the cost of the pipe. Mr. Hearne has contacted Charles Mars about repairs to the ditch on Tasker Lane. There was a complaint about water on Riverview Avenue so Harley was instructed to open up the ditch and clean it out but there is no catch basin at that location and the water appears to be coming from a natural spring. On Frederick and Calvert Streets, the roadway is starting to eat away substantially. Mr. Mars will be contacted to check into the problem on Tasker Lane and Frederick and Calvert Streets. Mr. Hearne will also contact the property owners on Tasker Lane about paying for the cost of the pipe.

Charlestown Erosion

President Vandervort stated he was supposed to meet with David Wilson on Monday but Dave rescheduled the meeting for Friday, April 12.

Town House Lease

The Board is seeking an opinion from Joseph Mahoney, Town Attorney, regarding the usage of the town house. President Vandervort made a recommendation to the Board to extend the town house lease for at least six months and that there should be some kind of increase to the lease payment which is currently at \$700.00 per month. After some discussion, Commissioner Letts made a motion to offer the current tenants a six-month renewal at a cost of \$730.00 per month. Commissioner Pumpaly seconded the motion and it was approved 4-0.

Water Operation Agreement

President Vandervort recommended putting the water operations contract out for bid because it is such a large contract and we would be able to make comparisons. He, also, stated we probably will not be able to get the level of service we are getting from the county. After some discussion, Mr. Hearne said we could advertise utilizing the operation and maintenance manual but we would have to get additional copies made for the prospective bidders. It was decided Mr. Hearne would call the County and explain that the Town is satisfied with the job the County is doing but the charter states we must bid out anything over \$2,500.00.

Girl Scouts of America

Colleen Hirsch asked if the Girl Scouts could reserve the pavilion at Veterans Park on May 25, 1996. Commissioner Letts made a motion to let the Girl Scouts use the pavilion on May 25, 1996, seconded by Commissioner Pumpaly. The motion was approved 4-0.

Copier Agreement

President Vandervort told the Board the copier makes a certain number of copies and then it needs servicing. We have a contract which needs to be renewed by May 15, 1996. The contract is for one year or 24,000 copies, whichever comes first. The imaging unit needs to be replaced shortly or the machine will lock up. After some discussion, Commissioner Phillips made a motion to renew the copier contract for \$729.00 for one year or 24,000 copies. Commissioner Letts

seconded the motion and it was approved 4-0.

MML Dinner

The Town of Rising Sun will host the next quarterly meeting at Bucks Restaurant on Monday, April 29, 1996. They need to know who is attending before April 19, 1996 so we can mail the check in.

Accounts Payable

Commissioner Phillips made a motion to pay the accounts payable. Commissioner Pumpaly seconded the motion and it was approved 3-0-1 (Commissioner Letts abstained).

Trinity Woods - Roads

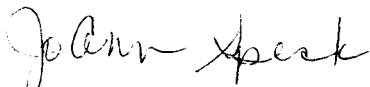
Commissioner Letts stated he went and talked to Mr. Porter about Mr. Smith's problem which was discussed at the last Town meeting. Mr. Porter stated Mr. Smith's crock was not in the right place and he would move it and, as of Monday, it was completed. Commissioner Letts also discussed with Mr. Porter the need to repair the roads. Mr. Porter stated he has a commitment to the Patchells to make repairs to the streets as soon as the black top plant reopens.

Civic Association

The Civic Association has invited the Commissioners to a tea & dessert at the Market Street Cafe either on April 26 or April 30. They would like the Commissioners to decide which date is better for them. They will make a decision later on this week.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 8:45 p.m.

Respectfully submitted,



JoAnn Speck
Assistant Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/9/96 TIME: 7:30 PM

~~Paul E. Phillips~~

Richard Wilby

~~Paul Phillips~~

Theresa A. Brown

Val Halpin

Colleen Shusck

Betty Waldrop

ACCOUNTS PAYABLE

APRIL 9, 1996

GENERAL ACCOUNT

Sheriff's Dept., Cecil Co. - Deputies,	Jan	487.86	
	Feb	<u>383.16</u>	871.02
- Gasoline,	Jan	30.60	
	Feb	<u>29.88</u>	60.48
American Home & Hdw. - Brushes, Stain, Shingles, Etc.			510.92
Delmarva Power - Town Hall		98.27	
- Garage		13.20	
- Comfort Station		6.50	
- Town Pier		<u>49.03</u>	167.00
Harvey & Harvey - Waste Removal			50.00
Alarm Systems Co of Md - Alarm Monitoring			54.00
Kinko's <u>PRE-PAID</u> TO BE REIMBURSED TO S. VANDERVORT (Copies of letter for water bill insert)			38.50
North East Florist, Inc. - Flowers for L. Morgan (baby)			29.00
Alger Oil Co. <u>PRE-PAID</u> - (163.27 - \$0.10/gal early pay credit)			149.06
Barney's Market <u>PRE-PAID</u> TO BE REIMBURSED TO S. VANDERVORT (Oil ran out in Town Hall)			7.00
Cecil Whig - Auditing Services			30.40
<u>Payroll - Adkins, Berry, Speck</u>			
Actual - March 28		521.30	
Actual - April 4		439.14	
Projected - April 11		517.38	
Projected - April 18		<u>517.38</u>	1,995.20
<u>Temporary Contract Office Work</u>			
Actual - Wk. Ending Mar 24		487.50	
Actual - Wk. Ending Mar 31		487.50	
Projected - Wk. Ending April 7		477.75	
Projected - Wk. Ending April 14		<u>487.50</u>	<u>1,940.25</u>
Total General Account			5,902.83

GRA

TO

SPECIAL ACCOUNT

Russell's Sunoco - Gasoline	98.75	
Tatman & Lee Assoc. - Street Inspection With S. Hearne & J. Letts	85.00	
Delmarva Power - Street Lights	606.78	
Millard Bott - 4 hours at \$15/hour for Cemetery Reseeding & Filling in Low Spots	60.00	
Western Auto Assoc. Store - 1 Case (12 cans) Motor Oil	<u>11.16</u>	
Total Special Account		861.69

UTILITY - SEWER

Delmarva Power - Station 1	153.74	
- Station 3	79.27	
- Lift Station	9.31	
- Route 7	<u>22.91</u>	265.23
Cecil County Dept. Public Works	8,680.79	
Postage - Sewer Bills	<u>72.00</u>	
<u>PRE-PAID - Voted on & Approved by:</u> C. Phillips, S. Vandervort & J. Letts		
Total Sewer		9,018.02

UTILITY - WATER

Delmarva Power - Well 1	178.67	
- Well 3	190.53	
- Water Tank	<u>481.73</u>	850.93
Tatman & Lee Associates, Inc.		
- Presentation of Charlestown Grant Money	148.75	
- Water System Review	569.63	
Postage - Water Bills	72.00	
<u>PRE-PAID - Voted on & Approved by:</u> C. Phillips, S. Vandervort & J. Letts		
Total Water		1,641.31
Total Utility		<u>10,659.33</u>

GRAND TOTAL ALL ACCOUNTS

17,423.85

TOWN MEETING OF MARCH 26, 1996

AGENDA

7:30 P.M.

John Smith

Old Business

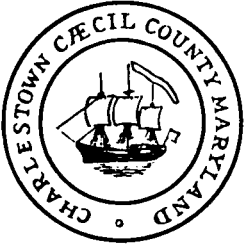
1. Approval of Minutes
2. TSMT Update
3. Charlestown Yacht Club - Fall Festival

Pending Business

3. Boat Ramp Fee
4. Water System Extension
5. Auditor - Bids
6. Cemetery - Mowing & Maintenance (Payment)
7. Paving
8. Charlestown Erosion

New Business

9. Town Pier - Fee & Transient Slips
10. Slip Numbers - Painting
11. Pavilion & Playground
12. Town House Lease
13. Water Operations Agreement
14. Accounts Payable



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

CHARLESTOWN TOWN MINUTES

MARCH 26, 1996

The Charlestown Commissioners meeting of March 26, 1996, was called to order by President Steven W. Vandervort at 7:30 P.M. Other Commissioners present were: Joseph G. Letts, Sr., Christine L. Phillips and Loucretia A. Wood. Commissioner Wilbur D. Pumpaly was absent. Also attending: Stanley W. Hearne, Town Administrator. A guest list is attached to these minutes.

John Smith - Trinity Woods-Water Meter Crock

John Smith needs to have his water meter moved so he can pave his driveway, (he only has access to half of his driveway and garage). A part of his driveway is also on his neighbors property. Larry Porter is being blamed for the poor planning. The Town will talk with Larry Porter on moving Mr. Smith's water meter, etc. Joseph G. Letts will also talk with Mr. Porter.

Minutes - March 12, 1996

The Charlestown Town minutes of March 12, 1996, were put on "hold" until the next meeting. The minutes would not be approved because of a lack of a quorum.

TSMT - Update

Letters have been sent to the Maryland Municipal League and other Agencies asking also for help on the T.S.M.T. At the present, everything seems to be proceeding within the right direction. The longer it takes them to respond, the better it looks for us. We are still waiting for a response from Mr. Richard Collins, Hearing Officer, on the permit for T.S.M.T.

Charlestown Yacht Club - Fall Festival

There is a possibility that Mr. Bill Ames may not have the festival here, but the Charlestown Commissioners feel the problems can be worked out. They can probably close Water Street down if they have a

Town Minutes - March 26, 1996

plan that would allow the Charlestown Fire Company to get through in case of an emergency. A suggestion to get the "Explorers" to help with the traffic, etc. was brought up.

Boat Ramp Fee

In trying to avoid having to have an Attendant at the Boat Ramp to collect fees, Valerie Hahn mentioned that the boaters in the Delaware Bay area get a sticker to put on their boats and that perhaps stickers could be placed on the trucks and cars pulling the boats into Town, more of a parking fee. Steven W. Vandervort, President, did not get a chance to call Sheriff Killough to see what could be enforced at the Boat Ramp, but thinks permits might be the best way to go. More information at the next meeting.

Auditor - Bids

An "ad" will be placed in the Cecil Whig March 29th for bids on auditing our books. A copy of the "ad" will be sent to our current Auditor. Another firm taking an interest in auditing our books is James H. Brandon of Rockville, MD.

Cemetery - Mowing

Millard Bott had told Edgar A. McMullen, Sr., he would do the cemetery work for \$170.00 per cut and \$15.00 for other work. On a motion by Christine L. Phillips and seconded by Loucretia A. Wood that the Cemetery work up for bid be with Edgar A. McMullen making the decision. Motion as of last meeting was 3 - 0.

Ball Diamond - Walking Track

Cutting the Ball Diamond would be \$350.00 per week. On a motion by Loucretia A. Wood, it will go up for bids. Motion seconded by Christine L. Phillips and approved 4 - 0. Stanley W. Hearne will gather information for bids.

Joseph Mahoney - Retainer

On a retainer that was received from Attorney Joseph Mahoney, the fee was \$750.00. At the present time, we are going to place a "hold" on accepting a retainer.

Transient Slips - Town Dock

On a motion by Joseph G. Letts that 2 of the 4 Transient slips at the Town Pier may be used as rental slips as long as the demand for transient slips is not required. Mr. Robert Ellsworth, Program Open Space of Maryland Department of Natural Resources would need to be contacted each year in order to change the number of Transient Slips. Motion seconded by Loucretia A. Wood. Motion passed 4 - 0.

Steven Lewis & Co.

Steven Lewis will be asked to repaint the numbers on the slips at the Town Dock.

Roads

On a motion by Joseph G. Letts to get specifications and bids from Thomas DeLorimier of Tatman & Lee, Inc. for Edgewater Avenue to the Town line for repairs. Other streets needing repairs such as Black Avenue and the Jogging Track is listed for perhaps the next budget year if they cannot be included in the current year. Motion seconded by Christine L. Phillips and approved 3 - 0.

Loucretia A. Woods - Playground Area

Loucretia A. Woods brought up for discussion that she would like to see 2 or 3 small pavilions containing a table and benches where parents could sit while watching their children play at the playground area, and have their lunches. More information at the next meeting - cost under \$2,500.00.

Cecil County Public Works Dept. - Water Operation Agreement

The Water Operation Agreement with the Cecil County Public Works Department runs out in June. It will go up for bid shortly. It is tabled to the next meeting. We may be able to get a possible extension.

Plaque's

Gophery H. Richardson, Past President and B. Frank Shriver, a Past Commissioner will each receive a plaque for their services to the Town at the next meeting.

Charlestown Erosin Control

Len Casanova, MD. Head of Erosin Control and David Wilson reported money is available to October of next year, \$93,729.00 in grant money. Project not to be at the end of Baltimore Street. Louisa Lane may get \$20,000. Mr. Wilson wants the Erosin money to be kept here in town. More Later.

Charlestown Taxes - Payments

The Municipal Governments can give Owner-Occupied property owners an option of paying an annual tax payment or a semi-annual tax payment. Information on these bills will be enclosed with the Utility bills.

Town House - Lease

The Town House lease expires May 31, 1996. Loucretia A. Wood motioned that the lease can convert to a month to month lease and perhaps we could obtain an Attorney to read Mrs. Paulson's Will, it was a community center earlier, and give us a ruling. Motion was seconded by Joseph G. Letts.

Country America Town

Country America Town is a magazine for a small Town project. A contest on "What Makes a Town Great" Steve Vandervort, President, will contact Russ Farrell to see if he will write something up on the Town. If it doesn't suit Russ, Lou said she would try.

Accounts Payable

Sheriff's Bills were deleted this meeting.
On a motion by Loucetia A. Wood to pay all the Accounts Payable was seconded by Joseph G. Letts, Sr. All in favor 4 - 0.

Meeting Adjourned 10:15 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

REGULAR MEETING

MARCH 12, 1996

The March 12, 1996, meeting of the Charlestown Town Commissioners was called to order by President Steven L. Vandervort at 7:30 P.M. Other Commissioners present were: Joseph G. Letts, Sr., and Wilbur D. Pumpaly. Absent was Christine L. Phillips on vacation and Loucretia A. Wood scheduled to work. Town Administrator, Stanley W. Hearne was also present. Those attending the meeting were: Bill Ames, Howard Hall, Darlene McCall, Diane Letts, Edgar A. McMullen, Sr., Valerie Hahn, Betty Waldrop and Bruce J. Criscuola.

Bill Ames - Chairman of Charlestown Yacht Club

Bill Ames, Chairman of Charlestown Yacht Club Fall Festival has scheduled the Festival for September 20, 21, and 22 to be held on Water Street. The Yacht Club is not charging admissions this year. The Yacht Club would like to have police to handle security and parking; last year, North East and Perryville school students helped. Commissioners feel they should hire Police Officers for traffic and security rather than students this year. As far as parking on the lot on Caroline Street, it is owned by the Charlestown Fire Company. The Club is also requesting help with Trash disposal and asks for the Boat Ramp to be closed for the 3 days of the festival, posting notice in advance. This would eliminate some of the parking spaces. Other requests were the Town Park, Rest Rooms and Electricity be made available, (no problem with this request). Vendor fees are up this year from \$25.00 to \$40.00. The Yacht Club will be doing the Hot Dogs and Hamburgers to supplement the elimination of the admission charge this year. Charlestown Colonial Commission will not be charged if they would like to have a stand for Colonial Charlestown shirts, mugs, etc. The Charlestown Yacht Club members are upset because last year they did not get recognition for coordinating the event.

Minutes - February 27, 1996

The Charlestown Town minutes of February 27, 1996, were approved 3 - 0 on a motion by Wilbur D. Pumpaly and seconded by Joseph G. Letts, Sr. All in favor.

REGULAR MEETING

MARCH 12, 1996

TSMT - Controlled Hazardous Waste Permit

President Vandervort provided an update regarding the concerns the Commissioners have with the Tri-State Motor Transit Company, controlled hazardous material allowing truck to truck transfers and short term storage. If they were transferring tanker to tanker, the Fire Company would be more concerned. More information is expected from the State.

Town Taxes

This year the 1996 Town Taxes can be paid in two installments instead of one...as long as the property is owner-occupied. A notice of this information will be included with the water bills.

Cemetery - Charlestown

Mrs. Elizabeth McMullen (Edgar A. Sr's Mother) had care of the Charlestown Cemetery from 1943 - 1985, then Edgar A. McMullen, Sr. took over. On a motion by Joseph G. Letts, Sr. for Edgar A. McMullen, Sr. to be made Custodian of the Cemetery was seconded by Wilbur D. Pumpaly and approved 3 - 0.

Cemetery - Mowing Contract Bids

Joseph G. Letts, Sr. motioned to advertise for bids on a contract for Cemetery maintenance in the Cecil Whig for two weeks and to approve April 1st. Motion was seconded by Wilmer D. Pumpaly and approved 3 - 0.

James Baxter - Auditor

A letter was received from James D. Baxter who performed our 1995 Audit requesting his proposal to continue for the next three years at \$4,500.00 fee for fiscal year 1996; \$4,700.00 fee for fiscal year 1997; and \$4,900.00 fee for fiscal year 1998. after discussion, it was decided on a motion by Joseph G. Letts, Sr. to have a 1996 Audit go up for bid for one-year, seconded by Wilbur D. Pumpaly. Motion passed 3 - 0.

MML Conference - Ocean City, MD

The Maryland Municipal League in Ocean City, MD, will be meeting on June 23 - 26, 1996. Reservations should be in no later than April 12, 1996. The Town will pick up the fee for the Commissioners.

REGULAR MEETING

MARCH 12, 1996

Joseph J. Mahoney - Retainer

A suggestion was made concerning requesting a Town retainer for the current year from Joseph J. Mahoney, Attorney.

Roads

On a motion by Joseph G. Letts, Sr. to get specifications and bids for Edgewater Avenue to the Town line for repairs by Tatman & Lee Associates, Inc. The Jogging Track is also to be done. Other streets needing repairs, such as Black Avenue and part of Calvert Street, and should be listed for repair next year. Motion seconded by Wilbur D. Pumpaly and passed 3 - 0.

Water System Upgrade

Three areas of Charlestown's Water System needs to be looped to improve fire flows and water quality.

1. Area of Charlestown Manor - Engineering/Administration: \$9,000.00; and to complete construction of a 10" water line: \$31,950.00.
2. Cather Avenue area - Design/Permitting: \$9,300.00; and construction costs: \$10,225.00.
3. A second Water Line from the Elevated Water Tower to MD Route 267 - Baltimore Street Design/Permitting; \$20,500.00 and construction costs: \$63,400.00.

A motion by Joseph G. Letts, Sr. to proceed with Looping "Edgewater Avenue and Cather Avenue" by Tatman & Lee, Inc. was seconded by Wilbur D. Pumpaly and passed 3 - 0; holding No. 3 until more grant money becomes available, if needed.

Boat Ramp Fee

Steven W. Vandervort did not get a chance to see or talk to Sheriff Killough concerning what could be enforced at the boat ramp. President Vandervort thinks permits might be the best way to go.

Accounts Payable

A motion by Wilbur D. Pumpaly to pay all the Accounts Payable was seconded by Joseph G. Letts, Sr. and approved 3 - 0.

Meeting adjourned 9:50 p.m.

Respectfully Submitted,

Doris Berry, Town Clerk

ACCOUNTS PAYABLE

MARCH 26, 1996

GENERAL ACCOUNT

AT&T			9.74
St. Paul's Stamp Works, Inc. - Nameplate			13.79
Fed.-Ex. - Richard Collins - Waste Management Adm.			24.25
Bell Atlantic			92.62
Sheriff's Dept. - Cecil County:			
Deputies - Jan. 1996 Salaries	487.86		
- Feb. 1996 Salaries	<u>383.16</u>	871.02	
Deputies - Jan. 1996 Gasoline	30.60		
- Feb. 1996 Gasoline	<u>29.88</u>	60.48	
Pat's Marina - Checking Ice Eaters			90.00
Radio Shack - Tapes			15.98
Safeguard Business Systems - Sales Journal			59.13
Benjamin Lumber Co., Inc. - 2 "Cracked Ice" - Post Office			7.98
Memories Made - 2 Plaques			117.00
<u>Payroll - Adkins, Berry, Genery, Speck</u>			
Projected - March 28	1,194.12		
Projected - April 3	15.00		
Projected - April 4	1,194.12		
Projected Fringe - Quarterly	<u>131.25</u>		
Total Projected Payroll			5,496.48
<u>Actual Payroll - Adkins, Berry, Morgan, Speck</u>			
Actual - March 14	995.21		
Actual - March 20	15.00		
Actual - March 21	<u>807.51</u>		
Total Actual Payroll			1,817.72
Total General Account			8,676.19

SPECIAL ACCOUNT

Sonshine Motor & Tire - Patch Truck Tire	10.00	
Western Auto Asso. Store	<u>5.99</u>	
Total Special Account		15.99

UTILITY - SEWER

UTILITY - WATER

Bell Atlantic - Water Tower	62.00	
Loan #91-01 Rural Economic & Community Development	31,072.00	
Water Meters (Estimate) 6 @ 95.25	<u>571.50</u>	
Total Water		31,705.50
Total Utility		<u>31,705.50</u>

GRAND TOTAL ALL ACCOUNTS **40,397.68**

TOWN MEETING OF FEBRUARY 27, 1996**MINUTES**

The February 27, 1996 Town Meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Vice-President Joseph G. Letts, Sr., Treasurer Christine L. Phillips, Commissioner Wilbur D. Pumpaly, and Commissioner Loucretia A. Wood. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet attached hereto.

OLD BUSINESS**Approval of Minutes:**

After some discussion, a motion was made by Commissioner Wood to approve the Minutes of the February 13, 1996 meeting with the following correction: on the motion to approve the Accounts Payable list, the motion was made by Commissioner Phillips with Commissioner Wood abstaining along with Commissioner Letts. The motion was seconded by Commissioner Phillips and passed 5-0.

PENDING BUSINESS**TSMT Hazardous Waste Permit:**

The board agreed to defer this matter to later in this meeting.

Commissioner Assignments:

After looking at a tentative Commissioner assignment list, the board agreed to accept the list as is.

Streets - Trinity Woods:

Thomas DeLorimier of Tatman & Lee Associates, Town Engineers, discussed with the board a report he had prepared and sent to the Town regarding the conditions of the roads out in Trinity Woods.

Current Electric:

After some discussion with Dominick DiPatre, of Current Electric, regarding the installation of electricity at the Town Pier, Commissioner Wood made a motion to leave the electric work as is on the Town Pier and to accept Mr. DiPatre's offer to reduce his bill to \$5,000.00 with \$2,000.00 already paid and \$3,000.00 to be paid and the unused adaptors would remain the property of the Town. The motion was

seconded by Commissioner Pumpaly and passed 4-1.

Charlestown Marina Agreement:

The previous board had agreed to a one-year departure from the Charlestown Marina lease which would be for the period of March 1, 1996 to February 28, 1997 with the lease amount set at \$15,000.00 payable quarterly in equal payments of \$3,750.00. Keith Baynes, the Town's attorney, did up the second addendum to the lease agreement which has been signed by Philip Price of Charlestown Marina. After general discussion that future negotiations on this lease will be started much earlier, Commissioner Letts made a motion to approve the second addendum to the Charlestown Marina lease, seconded by Commissioner Phillips. The motion passed 5-0.

Boat Ramp Fee:

Valerie Hahn, who had been asked by the board to survey other towns and counties on boat ramp fees, submitted her report to the board. After several minutes' discussion, the board decided to table the matter for a later meeting after a meeting with Sheriff Killough of the Cecil County Sheriff's Office occurs.

NEW BUSINESS

Water System Extension:

Mr. DeLorimier discussed his letter of February 16, 1996 to the Town with the board in regard to suggested improvements to the water system which would use up remaining grant money. There is approximately \$80,000.00 in grant money remaining. A request was sent to the MD Department of Environment to keep this remaining grant money but the Town does not need to submit a definite proposal on how the money will be spent at this time. After some discussion, Commissioner Letts made a motion to pursue the suggestion of looping the system in Charlestown Manor and at Cather Avenue and also look at adding an additional discharge into the system from the water tower. The motion was seconded by Commissioner Phillips. The motion was passed 5-0.

Wilmapco/County/Town Agreement - Potential for Comprehensive Plan update funding:

In a letter dated January 29, 1996, Al Wein, of Cecil County's Office of Planning & Zoning, was asking the Town if we wanted to participate. Mr. Hearne stated in his contacts with the Maryland Office of Planning, every indication was that we would not have to change our Comprehensive Plan. A motion to draft a letter that we would participate in FY96 but

since there were no cost figures for FY97, the Town would not commit to participating in FY97 was made by Commissioner Phillips. The motion was seconded by Commissioner Wood and approved 5-0.

Charlestown Yacht Club - Fall Festival:

After some discussion regarding the letter received from the Charlestown Yacht Club for their Fall Festival scheduled for September 20 through September 22, 1996 and problems/concerns which occurred during last year's festival, the board decided to table this matter to a later meeting.

Town Pier Rules & Regulations:

After reviewing last year's rules and regulations for the Town Pier, general discussion regarding regulating use of the electricity at the Town Pier, and the fee amount to set for a slip, a motion was made by Commissioner Letts to keep the rules and regulations as written with the addition of a regulation regarding the use of the electricity to be written by President Vandervort and to keep the slip fee at \$200.00. The motion was seconded by Commissioner Pumpaly and approved 5-0. President Vandervort stated a letter will be sent to the Department of Natural Resources informing them of the slip fee amount the Town will charge for the 1996 boating season and the letter will, also, ask about reducing the number of transient slips as they have not all been in use.

Approval for Prepayment of Alger Oil bills:

After some discussion, Commissioner Letts made a motion to pay the Alger Oil bills when they are received, to pay Mrs. Loper at the completion of her work, to pay the town employees, and to maintain a \$100.00 petty cash. The motion was seconded by Commissioner Phillips and the motion passed 5-0.

Resolution for Agent to Handle Snow Emergency Costs:

FEMA has requested the Town to complete a form resolution appointing someone an agent for the Town to handle snow emergency cost reimbursement. A motion was made by Commissioner Wood to designate Mr. Hearne as the Town's agent to handle snow emergency cost reimbursement, seconded by Commissioner Phillips. The motion passed 5-0.

Revised February 13, 1996 Accounts Payable List:

After some discussion regarding the revisions made to the list, a motion to accept the revised February 13, 1996 Accounts Payable list was made by Commissioner Phillips,

seconded by Commissioner Pumpaly. The motion passed 3-0-2 (Commissioner Letts and Commissioner Wood abstaining).

Accounts Payable:

Commissioner Phillips requested to amend the Accounts Payable to include her expenses in the amount of \$53.21 incurred in researching information for the Town's reply letter to WAS regarding TSMT's hazardous material permit (copying costs, parking fees and mileage). After discussing how mileage reimbursement should be handled, Commissioner Wood made a motion to reimburse mileage at whatever the federal government reimbursement rate for mileage is, seconded by Commissioner Pumpaly. The motion passed 4-0-1 (Commissioner Phillips abstained). Commissioner Phillips' expenses, after the mileage reimbursement portion is refigured to the current federal rate, will be added to the Accounts Payable list. A motion was made to approve the Accounts Payable list by Commissioner Letts, seconded by Commissioner Pumpaly. The motion passed 5-0. The board requested a grand total adding the figures for all three funds be placed on future Accounts Payable lists.

President Vandervort told the board Mrs. Morgan will be going out on maternity leave shortly and Mrs. Speck has submitted her resignation effective March 14, 1996. He wanted to let the board know as he will be looking for a temporary employee.

President Vandervort also told the board he would like to get a certificate of appreciation or plaque made for former Commissioners Richardson and Shriver. After some discussion, Commissioner Letts said he would make arrangements for the plaques.

Commissioner Letts asked about the status of the Shoreline Erosion project on Baltimore Street. After some discussion, Commissioner Letts made a motion to drop the Shoreline Erosion project on Baltimore Street, seconded by Commissioner Wood. The motion passed 3-1-1 (Commissioner Pumpaly abstaining).

TSMT Hazardous Waste Permit:

After reading the reply letter to WAS regarding TSMT's hazardous waste permit, the board agreed to sign it as is. The letter was signed at the table by the Commissioners as it needed to be mailed the next day.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:07 p.m.

Respectfully submitted,

Lisa C. Morgan

Lisa C. Morgan
Assistant Town Administrator

ACCOUNTS PAYABLE

MARCH 12, 1996

Feb.

GENERAL ACCOUNT

Staples - Office Supplies			108.10
Hilyard's - Repair Typewriter, Replaced Glare Shield Bracket			77.25
Steven L. Lewis & Co. - Repair holes in Siding of Town Hall	250.00		
Bldg. and replace Siding that is missing.			
(2) Replace cedar Siding on Town House.	<u>768.00</u>		1,018.00
Delmarva Power			
Town Hall	109.36		
Garage	14.45		
Comfort Station	9.00		
Town Pier (front of the Town House)	<u>169.82</u>		302.63
Harvey & Harvey - Waste Removal			50.00
Keith A. Baynes - Legal Services thru 2/29/96			335.00
B.J's. Wholesale Club - Membership Renewal			45.00
Payroll - (Adkins, Berry, Morgan, Speck)			
W/E 2/29/96 -	(Actual) 774.47		
W/E 3/ 7/96 -	(Actual) 781.68		
W/E 3/14/96 -	(Projected) 811.15		
W/E 3/21/96 -	(Projected) <u>811.15</u>		3,178.45
U.S. Postmaster - 3 rolls Postage			96.00
Rosay Loper			
3/6/96 Cleaning Services (did not work)	-0-		
3/20/96	<u>15.00</u>		15.00
County Banking & Trust (forward payments to IRS & Social Security)			
Federal Withholding - Feb. 96	641.00		
Social Security Withholding - Feb. '96	<u>807.34</u>		1,448.34
Comptroller of the Treasury			
State Withholding - Feb. '96			328.04
Charlestown Fire Company			
Forwarding MD. DNR Grant Reimbursement for Fire Boat Motor purchase			6,988.00
Alger Oil Co. - Inv. #4775 - 161.6 Gallons x 1.14 ⁹ gal. less 10¢ gal. early pay)			169.52 (ppd.)
Cecil Whig - Town Election			<u>35.20</u>
	TOTAL		<u>14,194.53</u>

ACCOUNTS PAYABLE

MARCH 12, 1996

- 2 -

SPECIAL ACCOUNT

Sunoco - Gasoline		67.44
American Home & Hardware - 4 Flood Lamps		14.76
Delmarva Power - Street Lights		<u>733.12</u>
	TOTAL	<u>815.32</u>

UTILITY - SEWER

Delmarva Power - Sta. #1	238.09	
Sta. #3	177.74	
Lift Sta.	9.46	
Rt. #7	<u>34.11</u>	<u>459.40</u>
	SUB-TOTAL	459.40

UTILITY - WATER

Delmarva Power - Well 1		
Well 3		
Water Tank	<u>982.32</u>	982.32
Barbara Payne, Personal Representative Cooper Est. (816 Bladen St.)-reimbursement check for double payment on 4th qtr. '95 Utility bill, already paid at settlement.	<u>104.00</u>	<u>104.00</u>
	SUB-TOTAL	<u>1,086.32</u>
	TOTAL	<u>1,545.72</u>

GRAND TOTAL 16,555.57

ACCOUNTS PAYABLE

- 3 -

MARCH 12, 1996

NOTES:

Town of Charlestown - Transfer check for (2) Water Connection Fees on 28 Salvation Circle and 54 Salvation Circle from Utility Checking to Mercantile Water Account	2,400.00
Town of Charlestown - Electronic Transfer of \$30,000.00 from Utility Checking to Mercantile Water Account to earn Interest. (Already done).	30,000.00

STATE OF MARYLAND
REMITTANCE ADVICE

To PAYEE: When making inquiry concerning this advice, please refer to the warrant number and advice number both of which appear on the advice and the agency/payee reference information which appear at the bottom of this form. Direct your inquiry to the State Agency whose invoice is being paid.

(STATE AGENCY)
DIANE RUSSELL 300100 C
 DEPT OF NATURAL RESOURCES
 TAWES OFF BLDG B4 580 TAYLOR AVE
 ANNAPOLIS MD 21401-2335
 410-974-3368

TOWN OF CHARLESTOWN
 P.O. BOX 154
 CHARLESTOWN MD 21914

VENDOR # 0000039223
 WARRANT # 00004849
 FEDERAL TAX ID # F526013190

The enclosed check of the State Treasurer is in payment of your invoice(s) as follows:

Date: 3/04/96

INVOICE DATE	INVOICE NUMBER	RECEIPT DATE	AGENCY LIST NO.	COMPROLLER LIST NO.	AMOUNT	AGENCY
2/23/96	MF703C	2/23/96	D6039073	F017510N	\$6,988.00	300103
2/23/96	708	2/23/96	D6039074	F017510N	\$5,000.00	300103

*General Accts Pay
 Fide C.*

Check No. 17881561

Total: \$11,988.00

State of Maryland - Treasurer's Office

7-11
520

Warrant No. 9999 00004849 Annapolis, Md. 3/04/96 17881561

\$11,988.00

Pay The Sum of *****11,988 DOLLARS 00 CENTS

TO THE ORDER OF
TOWN OF CHARLESTOWN

FIRST NATIONAL BANK
 OF MARYLAND
 BALTIMORE

[Signature]
 Richard N. Dixon - Treasurer

[Signature]
 Louis L. Goldstein - Comptroller

17881561 052000113 090 0109 5

This Check Void After 6 Months From Date

Write on white pattern on back and "Flag and Sky" pattern on front.

TOWN MEETING OF FEBRUARY 27, 1996**MINUTES**

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Respectfully submitted,

Lisa C. Morgan

Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF FEBRUARY 27, 1996

AGENDA

7:30 P.M.

Old Business

1. Approval of Minutes

Pending Business

2. TSMT - Hazardous Waste Permit
3. Commissioner Assignments
4. Streets - Trinity Woods
5. Current Electric
6. Charlestown Marina Agreement
7. Boat Ramp Fee

New Business

8. Water System Extension
9. Wilmapco/County/Town Agreement - Potential for Comprehensive Plan Update funding
10. Charlestown Yacht Club - Fall Festival
11. Town Pier Rules & Regulations - Use of Electricity
- Slip Fees
12. Approval for Prepayment of Alger Oil Bills
13. Resolution for agent to handle Snow Emergency Costs
14. Revised 2/13/96 Accounts Payable List
15. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: February 27, 1996 TIME: 7:30 PM

Mary Letts

Richard Whitty

Alona Skeets

Val Fahn

G. Richardson

Donald d. DiPatye

Harold Gled

Thomas deLorimier

Chip Muller-Thym

TOWN COMMISSIONER ASSIGNMENTS

Steven W. Vandervort

President
Administrative & Finance
Legal
Police
Zoning Liason

Joseph G. Letts, Sr.

Vice-President
Water
Sewer
Streets (Lights/Snow Removal)
Building/Grounds

Christine L. Phillips

Treasurer
Grants
Maryland Municipal League
Shoreline Projects
Parking

Wilbur D. Pumpaly

Legal Alternate
Water Alternate
Sewer Alternate
Building/Grounds Alternate

Loucretia A. Wood

Streets Alternate
Animal Control
Parks & Recreation
Leases

COMMON TO ALL

Model Ordinance & Codification
Budget

(agreed to 022796 - lcm)

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

FEBRUARY 27, 1996

GENERAL ACCOUNT

A T & T		J 9.18
Bell Atlantic		123.49
Corron Trash Removal (Oct., Nov., & Dec.)		✓ 130.00
Central Printing & Office Supply, Inc.		✓ 204.60
Regular & Window Envelopes		
Three Line Stamp - for rescheduled Town Election		
MD. Assoc. of Historic District Commission - Membership Dues		✓ 35.00
Treasurer of Cecil County - Sheriff's Deputies (Oct.)		1,880.61
Rosay Loper - Cleaning Services		15.00 Prepaid
Petty Cash Reimbursements -		
Add'l. Postage for oversize envelopes	.78	
(1) Certified package	2.98	
(1) Certified package - to State Treas. C.C.	2.98	
Cleaning Supplies Purchased	19.63	
2 receipts required for extra postage on overweight envelopes	2.11	
(1) Certified Mail Package sent to Critical Area Comm.	2.98	
Reimburse S. Hearne for copying of Annexation Maps - Kinko's	6.28	
Reimburse L. Morgan for mileage for making bank deposits (see receipts)	29.50	
	<u>67.24</u>	J 67.24
Payroll - W/E 2/22/96 - (Adkins, Berry, Morgan, Speck)		✓ 787.37
Town of Charlestown - Transfer check of \$123.80 to Utilities checking for 4th qtr. '95. Utility payment made by Frank Irely paid on same check as Taxes.		✓ 123.80
Town of Charlestown - Transfer check of \$5.21 to Utilities checking for delinquent 3rd qtr. '95 made by Peter Araaf paid on same check as Taxes.		5.21
		<u> </u>
	TOTAL	3,281.50

1400.89

✓ as per meeting 2-27-96 approval of Board
✓ Current Electric 3,000.00
✓ Christine L. Phillips 58.48

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

FEBRUARY 27, 1996

SPECIAL ACCOUNT

✓ Sonshine Motor & Tire		
Replace Emergency Brake Cable - Parts & Labor	58.50	
Reseal Rim on Mower Tire	<u>5.00</u>	<u>63.50</u>
	TOTAL	<u><u>63.50</u></u>

UTILITY - SEWER

UTILITY - WATER

Bell Atlantic - Telephone at Water Tower		✓ 61.71
Casper G. Sippel, Inc. - Furnished & Installed		✓ 81.28
2 new bulbs top of Water Tower		
Radio Shack - Replacement Telephone for Water Tower		✓ 24.99
Tatman & Lee Associates -		
Review Water System for cost estimate for	381.52	✓ Utility
additional looping of system		
Tatman & Lee Associates -		
Review Waterline - Revelation Road-Trinity	569.60	✓ 233.75 Utility
Woods. Phase 11A and inspect and report		335.85 SP Fund
on Roads, Curbs, & Gutters -		<u>569.60</u>
Trinity Woods Phase 1 (1)		<u>951.12</u>
	TOTAL	<u><u>1,119.10</u></u>

NOTES

- (1) Have requested this invoice be changed to two invoices:
1. For waterline inspection as this cost is billed to Mr. Porter.
 2. Inspection of Roads, etc., costs should be taken out of Special Fund.

**TOWN OF CHARLESTOWN
ACCOUNTS PAYABLE
FEBRUARY 27, 1996**

GENERAL ACCOUNT

AT&T	9.18	
Bell Atlantic	123.49	
Corron Trash Removal (Oct., Nov., & Dec.)	130.00	
Central Printing & Office Supply, Inc.	104.60	
Regular & Window Envelopes		
Three Line Stamp - for rescheduled town election		
MD Assoc. of Historic District Commissions - Membership Dues	35.00	
Rosay Loper - cleaning services		15.00 (prepaid)
Petty Cash Reimbursements -		
Add'l postage for oversize envelopes	.78	
(1) certified package	2.98	
(1) certified package - to State Treas. Ofc.	2.98	
cleaning supplies purchased	19.63	
2 receipts required for extra postage on overweight envelopes	2.11	
(1) certified mail package sent to Critical Area Comm.	2.98	
Reimburse S. Hearne for copying of Annexation maps - Kinko's	6.28	
Reimburse L. Morgan for mileage for making bank deposits (see receipts)	<u>29.50</u>	
	67.24	67.24
Payroll - W/E 2/22/96 - (Adkins, Berry, Morgan, Speck)		787.37
Town of Charlestown - transfer check of \$123.80 to Utilities checking for 4th qtr '95 utility payment made by Frank Ireys paid on same check as taxes		123.80
Town of Charlestown - transfer check of \$5.21 to Utilities checking for delinquent to 3rd qtr. '95 utility payment made by Peter Arfaa paid on same check as taxes		5.21
Current Electric - remainder due on bill for installing electric on Town Pier (1)		
Christine L. Phillips - reimbursement of photo- copying costs, parking fees & mileage for researching information for TSMT letter (2)	<u>58.48</u>	
TOTAL		\$4,459.37 (3)

SPECIAL ACCOUNT

Sonshine Motor & Tire
 Replace emergency brake

cable - parts & labor	58.50	
Reseal rim on mower tire	<u>5.00</u>	
	63.50	63.50
Tatman & Lee Associates -		
Inspect & report on roads, curbs &		
gutters - Trinity Woods Phase I (4)		335.85
	TOTAL	399.35 (5)

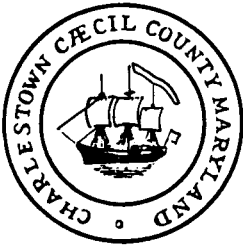
UTILITY - SEWER

UTILITY - WATER

Bell Atlantic - telephone at water tower		61.71
Casper G. Sippel, Inc. - furnished & installed		
2 new bulbs top of water tower		81.28
Radio Shack - replacement telephone for water		
tower		24.99
Tatman & Lee Associates -		
Review water system for cost		
estimate for additional		
looping of system	381.52	
Review waterline - Revelation		
Road - Trinity Woods Phase		
IIA (6)	<u>233.75</u>	
	615.27	<u>615.27</u>
	TOTAL	\$ 783.25 (7)

NOTES

- (1) - as approved at February 27, 1996 town meeting
- (2) - as approved at February 27, 1996 town meeting
- (3) - amt. changed due to addition of bills for Current Electric & Christine Phillips
- (4) - Tatman & Lee Associates submitted invoice for 2 separate services which would have to be paid from 2 different funds (see note at bottom of original accounts payable list attached) - as a result of receiving 2 bills splitting these services, this bill was paid from the current fund.
- (5) - amt. changed to reflect receipt & payment of replacement Tatman & Lee invoice.
- (6) - same as note #4
- (7) - same as note #5



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

CHARLESTOWN TOWN MINUTES

FEBRUARY 13, 1996

The February 13, 1996, meeting of the Charlestown Town Commissioners was called to order by Vice-President Wilbur D. Pumpaly at 7:30 P.M. Other Commissioners present were Steven W. Vandervort, Loucretia A. Wood and also Town Administrator Stanley W. Hearne. Newly elected Commissioners present were: Joseph G. Letts, Sr., Christine L. Phillips and Steven W. Vandervort.

A list of guests attending the meeting is attached to the minutes.

Election Results

Rod Good	59
Joseph G. Letts, Sr.	135
Christine L. Phillips	124
Gophery H. Richardson	110
Steven W. Vandervort	111

Oath of Office

Joseph G. Letts, Sr., Christine L. Phillips and Steven W. Vandervort were given the Oath of Office by Doris M. Berry, Town Clerk.

Election of Town Officers for 1996

President:

Joseph G. Letts, Sr.	2
Steven W. Vandervort	3 *

Vice President:

Joseph G. Letts, Sr.	4 *
Wilbur D. Pumpaly	1

Treasurer:

Christine L. Phillips	2 *
Loucretia A. Wood	2
Wilbur D. Pumpaly	1

Loucretia A. Wood deferred to Christine L. Phillips

CHARLESTOWN TOWN MINUTES

FEBRUARY 13, 1996

2.

Old Business:

Minutes - January 23, 1996

A motion by Loucretia A. Wood to approve the minutes of January 23, 1996, was seconded by Wilmer D. Pumpaly and approved 3-0/2 abstaining (Joseph G. Letts and Christine L. Phillips).

New Business:

Jeffrey Fields, Donna Sheets - Trinity Woods

One complaint from all of Trinity Woods concerns the All-Terrain Vehicles running the roads day and night, speeding and with no lights on the vehicles. Police should be called in and Operators fined.

The Charlestown Elementary School bus stops on Rt. #7 to pick up the children for school because until the roads in Trinity Woods are put in good condition, the buses cannot go in.

Thomas DeLorimier of Tatman & Lee also discussed their inspection of February 7, 1996, and the items that need to be adressed. He also said Bob Campbell of Cecil County Public Works can be contacted when ready to change over the roads to Charlestown. A letter should be drafted to residents of Trinity Woods on the laws and rules.

All inspections have been performed by the Cecil County Department of Public Works. Since the land has been annexed into Charlestown, the Town would like to be included in the on-site inspection.

Roads must be up to par before Section 2 of Trinity Woods can be started with building new homes.

A motion by Joseph G. Letts and seconded by Loucretia A. Woods to take action on the roads not only just Trinity Woods but the whole Town. Motion passed 5 - 0.

CHARLESTOWN TOWN MINUTES

FEBRUARY 13, 1996

3.

Current Electric, Inc.

President Richardson wanted "Ice Eaters" put on Town Pier. Current Electric, Inc. had no set plans or blueprints, etc. to use. The panel was put in the center of the pier but President Richardson had it changed back to the shore line. 8 - 30 amps. 120 volt receptacle, a voltage drop for a distance. Job changed in mid-stream but Dominic DiPatre said it could be changed back or changed to convenience outlets. If it is changed, he said another inspection is not needed.

Commissioner Letts made a motion to pay Current Electric \$2,000.00 on our account of \$5,647.00. Motion seconded by Wilbur D. Pumpaly. All in favor.

Maryland Department of The Environment
Hazardous Material

A discussion, on the Hazardous Material and the Plant located in North East on Pulaski Highway by Christine Phillips, and her investigation on it. It may effect Peddlers Creek and Broad Creek located on the TSMT Company Terminal property, and the Artesian well providing our Town Water, etc. Evidently the Town of North East is going to fight the process at this location and perhaps we could join in with North East.

Joseph G. Letts made a motion for Christine Phillips to continue with the investigation and write a letter concerning the Hazardous Material at the plant and what the results might be. Motion seconded by Loucretia A. Wood. All in favor.

Boat Ramp Fees

A discussion if we should go with a boat ramp fee and wondering if other Towns having a boat ramp, charge a fee. Valerie Hahn, a guest at the Town meeting offered her services to call the other surrounding Towns to see if they charge a fee. It was also mentioned that perhaps we should have a Parking Fee rather than a Boat Ramp fee.

CHARLESTOWN TOWN MINUTES

FEBRUARY 13, 1996

4.

ACCOUNTS PAYABLE

Christine L. Phillips made a motion to pay the Accounts Payable, seconded by Wilbur D. Pumpaly and passed 3-0/2 abstaining. Abstaining Joseph G. Letts and Loucretia A. Wood.

Comfort Station

The Comfort Station needs repairs and a clean-up.

Meeting adjourned 9:10 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

ACCOUNTS PAYABLE

FEBRUARY 13, 1996

(revised for February 27, 1996)

GENERAL ACCOUNT

Delmarva Power -	Town Hall	140.12	
	Garage	29.96	
	Comfort Sta.	11.00	
	Town Pier	<u>530.19</u>	711.27
First National Bank of North East - safe deposit box			48.00
Harvey & Harvey - waste removal			50.00
Treasurer of Cecil County - Sheriff's Deputies - Oct. Nov. & Dec. (1)			3,057.59
Treasurer of Cecil County - Gasoline			153.80
State Administrative Board of Election Laws (Municipal Election Materials)			54.78
Keith Baynes - Legal Services			560.00
Hilyard's - Repairs on Typewriter, Carriage Replace Spring			75.00
Pat's Marina - Breaking Ice around Town Pier			112.50
(2) Alger-Oil-Company---124.9-(Gas--Town-Hall-----134.77			
Cecil Whig - Ordinance #96-1 & Town Election			59.20
Cindy Henion - reimbursement for overpayment on property taxes (3)			7.21
Theresa Kellum - reimbursement of abatement for old dwelling on property taxes (4)			33.95
Current Electric - partial payment for installing electric on town pier (5)			<u>2,000.00</u>
		REVISED TOTAL (6)	6,923.30

SPECIAL ACCOUNT

Sonshine Motor - 2 Tires Balanced & Patch Tube		223.72	
Sunoco - Gasoline		127.23	
(7) Regers-Home-&-Hardware---salt-----29.25			
Maryland Materials, Inc. - Stone (MD#2/DE#3)		16.77	
Delmarva Power - Street Lights		1,288.04	
Western Auto Asso. Store - Marker (Driveway)		<u>2.24</u>	
		REVISED TOTAL (8)	1,658.00

Accounts Payable
February 13, 1996
(revised for February 27, 1996 meeting)
Page 2

UTILITIES - SEWER

Delmarva Power -	Sta. #1	274.09	
	Sta. #3	136.86	
	Lift Sta.	14.57	
	Rt. #7	<u>39.23</u>	<u>464.75</u>
		SUB-TOTAL	464.75

UTILITIES - WATER

Delmarva Power (9) - Well 1	252.62	(10)	
	Well 3	253.23	(11)
	Water Tank	<u>470.00</u>	(12) 975.85
Tatman & Lee Assoc. (*) - Reviewed Water Line			
Inspections - Revelation Rd. Dec. 21 & 26			<u>1,080.35</u>
	REVISED TOTAL (13)		2,520.95

NOTES ON REVISIONS

- (1) - Original amount approved \$1,176.98 (diff. + \$1,880.61) - October bill not included in total presented at meeting although bill received
- (2) - Already paid on 2/7/96 to take advantage of price break given for quick payment (\$.10/gal. off if paid in 5 days)
- (3) - Reimbursement on property taxes - mortgage company paid June amount instead of February's
- (4) - Reimbursement of abatement on assessment value on original tax bill - granted & owed from November 1995
- (5) - Partial payment of this bill approved at 2/13/96 meeting
- (6) - Original amount approved for payment from General Fund - \$3,136.30
- (7) - Already approved for payment at 1/23/96 meeting - should not have been listed on this accounts payable
- (8) - Original amount approved for payment from Special Fund - \$1,687.25
- (9) - Accounts Payable list submitted did not list vendor

Accounts Payable
February 13, 1996
(revised for February 27, 1996 meeting)
Page 3

- (10) - Previous bill's balance of \$245.08 carried forward as payment crossed in mail with new bill - records not checked to see if previous balance was paid before listing on accounts payable for this meeting
- (11) - Previous bill's balance of \$1,047.68 carried forward as payment crossed in mail with new bill - records not checked to see if previous balance was paid before listing on accounts payable for this meeting
- (12) - Original amount approved for these bills - \$1,292.76
- (13) - Original amount approved for payment from Utility Fund - \$,3813.71

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

FEBRUARY 13, 1996

GENERAL ACCOUNT

Delmarva Power - Town Hall	140.12	
Garage	29.96	
Comfort Sta.	11.00	
Town Pier	<u>530.19</u>	711.27
First National Bank of North East - Safe Deposit Box		48.00
Harvey & Harvey - Waste Removal		50.00
Treasurer of Cecil County - Sheriff's Deputies - Oct. Nov. & Dec.		1,176.98
Treasurer of Cecil County - Gasoline		153.80
State Administrative Board of Election Laws (Municipal Election Materials)		54.78
Keith Baynes - Legal Services		560.00
Hilyard's - Repairs on Typewriter, Carriage Replace Spring		75.00
Pat's Marina - Breaking Ice around Town Pier		112.50
Alger Oil Company - 124.9 Gals., Town Hall		134.77
Cecil Whig - Ordinance #96-1 & Town Election		<u>59.20</u>
	TOTAL	<u>3,136.30</u>

SPECIAL ACCOUNT

Sonshine Motor - 2 Tires Balanced & Patch Tube	223.72	
Sunoco - Gasoline	127.23	
Rogers Home & Hardware - Salt	29.25	
Maryland Materials, Inc. - Stone (MD#2/DE#3)	16.77	
Delmarva Power - Street Lights	1,288.04	
Western Auto Asso. Store - Marker (Driveway)	<u>2.24</u>	
	TOTAL	<u>1,687.25</u>

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

FEBRUARY 13, 1996

UTILITIES - SEWER

Delmarva Power - Sta. #1	274.09	
Sta. #3	136.86	
Lift Sta.	14.57	
Rt. #7	<u>39.23</u>	<u>464.75</u>
	SUB-TOTAL	464.75

UTILITIES - WATER

Well 1	497.70	
Well 3	1,300.91	
Water Tank	<u>470.00</u>	2,268.61
Tatman & Lee Assoc. - Reviewed Water Line Inspections - Revelation Rd. Dec. 21 & 26		<u>1,080.35</u>
	TOTAL	<u><u>3,813.71</u></u>

Town Meeting of January 23, 1996

Minutes

The Town Meeting of January 23, 1996 was called to order at 7:30 p.m. by President Richardson. Other commissioners present were Vice-President Pumpaly, Treasurer Wood, and Commissioner Vandervort. Also attending was Stanley Hearne, Town Administrator.

Commissioner Vandervort made a motion to approve the minutes of the January 9, 1996 meeting, seconded by Commissioner Pumpaly. The motion was approved 4-0.

Commissioner Wood made a motion to accept Ordinance 96-1 as written to reschedule the Charlestown Election to be held on February 12, 1996, seconded by Commissioner Pumpaly. The motion was approved 4-0.

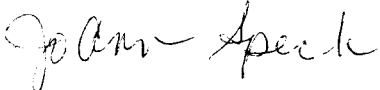
After a brief discussion, Commissioner Pumpaly made a motion to accept the contract as written on December 12, 1995 to retain the engineering services of Tatman & Lee with the changes Mr. Hearne has suggested on the ownership of documents. Commissioner Vandervort seconded the motion. The motion was approved 4-0.

Commissioner Wood made a motion to place the \$25.00 ad in the Charlestown Elementary School yearbook, seconded by Commissioner Pumpaly. The motion was approved 4-0.

Commissioner Wood made a motion to approve the bills as written, seconded by Commissioner Pumpaly. The motion was approved 4-0.

As there was no further business to be discussed, President Richardson adjourned the meeting at 8:10 p.m.

Respectfully submitted,



JoAnn Speck
Assistant Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/23/96

TIME: 7:30 PM

Alonna Sweets

Val Fahn

Allen Hirsch

Betty Waldrop

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

JANUARY 23, 1996

GENERAL ACCOUNT

A T & T	6.39
A T & T - (from Cecilton)	21.51
Bell Atlantic -MD. - Town Hall	211.98
Cecil Whig - Zoning Ord. & Town Election	148.80
Mac's Shacks - June 15 - Oct. 30th	<u>540.00</u>
TOTAL	<u>928.68</u>

SPECIAL ACCOUNT

Stancill's, Inc. - 18.1 Tons Skid Control	108.00
Rogers Home & Hdw. - Salt (D214140)	29.95
Charles Mars - Snow Removal	3,260.00
Western Auto Assoc. Store - Power Steering Fluid & Blue Water (#12277)	<u>2.41</u>
TOTAL	<u>3,400.36</u>

UTILITY - WATER

Well 1	245.08	
Well 3	<u>1,047.68</u>	1,292.76
Tatman & Lee - Review water line constr. on Revelation Rd, etc.		740.67
Cecil County Treasurer - Water Operation Agreement		8,716.79
Bell Atlantic		<u>126.01</u>
TOTAL		<u>10,876.23</u>

UTILITY - SEWER

Cecil County Dept. of Public Works - Sewer Charges (Nov. & Dec.)	5,787.24
TOTAL	<u>5,787.24</u>

TOTAL UTILITY 16,663.47

TOWN MEETING OF JANUARY 9, 1996

MINUTES

The Town Meeting of January 9, 1996 was called to order by President Richardson at 7:30 p.m. Other Commissioners present were Wilbur D. Pumpaly, B. Frank Shriver, Steven W. Vandervort, and Loucretia A. Wood. Also present was Stanley W. Hearne, Town Administrator. An attendance sheet is attached.

Approval of Minutes

Commissioner Shriver made a motion to approve the minutes for the December 21, 1995 public hearing and meeting. Commissioner Wood seconded this motion. Motion passed 5-0.

Postponed Town Election

There was a brief discussion concerning the above. The Board and those in attendance were informed that the Board of Elections was waiting for guidance from the Town Attorney on how to proceed.

Electrification of the Town dock

After a brief discussion of the above, it was agreed that Current Electric would be informed that they must meet the terms of the contract.

Accounts Payable

Commissioner Shriver made a motion to pay the bills with the exception of the \$45.00 for reconnecting the battery for the alarm system. Second made by Commissioner Wood. Motion passed 5-0.

As there was no further business to be discussed, President Richardson adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Stanley W. Hearne

Stanley W. Hearne
Town Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/9/96 TIME: 7:30 PM

Jessie S. Letts
Wane Letts
Betty Waldrop

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

JANUARY 9, 1996

GENERAL ACCOUNT

Harvey & Harvey - Trash Removal		50.00
Delmarva Power - Town Hall	136.92	
Garage	26.93	
Comfort Station	<u>11.00</u>	174.85
Bell Atlantic - Telephone		93.91
Staples - Office Supplies		59.45
Pat's Marina -		
Breaking Ice @ Town Pier	225.00	378.00
Installing Ice Breakers	<u>153.00</u>	
North East Florist - Funeral Arrangement (D. McCall's Mother)		30.00
American Home & Hardware - (2) Padlocks for Breaker Box @ Town Pier		8.08
Alarm Systems Co. of MD. - Service Call to Rehook Battery	45.00	99.00
Quarterly Monitoring Charge	<u>54.00</u>	
Central Printing & Office Supply, Inc. Ballots		58.00
Charlestown Ambulance Club - Donation		<u>25.00</u>
	TOTAL	<u>976.29</u>

SPECIAL ACCOUNT

Russell's Sunoco - Gasoline		79.70
Tatman & Lee (Woodward-Clyde) - Inspection Ogle Dr. paning		424.00
American Home & Hardware (10) 10# Bags Ice Melt		29.90
Delmarva Power - Street Lights		1,288.04
Stancill's - Skid Control Sand		<u>17.88</u>
	TOTAL	<u>1,839.52</u>

TOWN OF CHARLESTOWN

- 2 -

ACCOUNTS PAYABLE

JANUARY 9, 1996

UTILITY - SEWER

Delmarva Power - Sta. #1	316.18	500.65
Sta. #3	120.65	
Lift Sta.	19.11	
Rt. #7	<u>35.71</u>	
		<u>500.65</u>
	SUB-TOTAL	500.65

UTILITY - WATER

Bell Atlantic - Telephone, Water Tower	62.48
Delmarva Power - Water Tank	<u>440.52</u>
	<u>1,003.65</u>
	TOTAL

**PUBLIC HEARING AND
TOWN MEETING OF DECEMBER 21, 1995**

MINUTES

The Public Hearing of December 21, 1995 was called to order by President Richardson at 7:30 p.m. Other Commissioners present were Wilbur D. Pumpaly, B. Frank Shriver, Steven W. Vandervort, and Loucretia A. Wood. Also present was Stanley W. Hearne, Town Administrator. The attached list are those individuals that spoke at the Public Hearing.

Public Hearing - Proposed Amendment to the Zoning Ordinance

Comments were taken concerning the above. After everyone had addressed the Board, the Public Hearing portion of the meeting was adjourned.

The Town Meeting was called to order at 7:45 p.m. by President Richardson.

Approval of Minutes

Commissioner Shriver made a motion to approve the minutes of the December 12, 1995 meeting, seconded by Commissioner Vandervort. Motion passed 4-0-1.

Proposed Zoning Ordinance Amendment, Ordinance 95-3

President Richardson asked that the letters from the Historic District Commission, Planning and Zoning Commission, and D. Russell Tatman of Tatman & Lee Associates concerning the proposed amendment be made a part of the minutes. A copy of each is attached. The Board discussed the above. At the conclusion of the discussion, a motion to approve Ordinance 95-3 was made by Commissioner Wood and seconded by Commissioner Pumpaly. Motion passed 3-2. Dissenting votes were cast by President Richardson and Commissioner Shriver.

Charlestown Marina

Discussion was held regarding the above. Motion made by Commissioner Shriver to make an offer to Charlestown Marina to hold

Public Hearing and Town Meeting
of December 21, 1995 (cont'd.)

Charlestown Marina (Continued)

the rent for next year at the same rate as this year. This deviation from the lease would be for a one (1) year period only. Seconded by Commissioner Pumpaly. Motion passed 3-1-1.

Accounts Payable

Commissioner Wood made a motion to approve the bills, seconded by Commissioner Shriver. Motion passed 5-0.

As there was no further business to be discussed, President Richardson adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Stanley W. Hearne
Stanley W. Hearne
Town Administrator

Only those wishing to speak at the Public Hearing should sign this sheet.

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/21/95

TIME: 7:30 PM

Darlene M. McCall

Christene Philleps

Paul E. White

Harold E. Armour

Rodney C. Sood

Alma Skeets

Richard A. Whitby

John J. Sauer

Donald J. Sauer

TOWN MEETING OF DECEMBER 12, 1995

AGENDA

7:30 P.M.

1. Charlestown Marina - lease

Old Business

2. Approval of Minutes

Pending Business

3. Ethics Commission appointment

New Business

4. Historic District Commission reappointments
(Elizabeth Henry - Charles Murphy)
5. Investment Policy
6. Accounts Payable

Stan

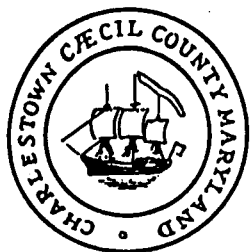
Charlestown

Planning and Zoning Commission

Post Office Box 154

Charlestown, Cecil County, Maryland 21914

Phone 301-287-6173



December 11, 1995

Memo to the Town Commissioners:

Due to a lack of communication between the Town Commissioners and the Planning and Zoning Commission, we feel there are some issues on the pending ordinance that need to be addressed. Steve Vandervort attended the December 6, 1995 meeting of the Planning Commission. He had never before attended our meetings or spoken to any member concerning the pending ordinance on changing the present lot coverage in R-2 and R-3 from 30% to 50%. In spite of this fact, he felt that the Commission in some way had made a commitment to endorse the lot coverage change. To our surprise, Mr. Vandervort also informed the Commission that he was our liaison to the Town Commissioners.

As we tried to point out to Mr. Vandervort, the Comprehensive Plan which was completely revised and adopted in November 1993, does not in any way support allowing more coverage. As we have seen in our court case with the Wards that we lost, the winning argument was based on the fact that we had not followed our Comprehensive Plan.

Because this document is of such importance, please allow us to do a point by point analysis of why the Plan does not support increasing the lot coverage. On page 32, we see that of the original 500 acres, 11% is still owned by the town. Page 42 shows that of this 11%, six parcels have been placed in a protective easement with the Maryland

Environmental Trust. The main purpose of this was to retain the openness of the town for future generations.

Page 34 cites that the future land use plan is often perceived as the most important element of the Comprehensive Plan. Under Open Space, it maintains that the network of open space provides a linkage between historic sites in the community and adds to the quality through the Town.

Page 38, under Annexations, all of the 35 acres of Charlestown Manor that was annexed and is zoned R-2 is located in LDA of the Critical Area and can only have a coverage of 25%.

Page 52 and 53 delineate soil types within the original 500 acres. A review of the map shows that most of the soil in the R-3 area has severe drainage problems. Increasing lot coverage would add to this problem and increase storm water problems. Page 55 cites that increased storm water runoff, sediment and erosion control and protection of the flood plains should be priority concerns to Cecil County and Charlestown.

The map on page 58 that delineates development constraints shows that approximately 50% of the R-3 area in town should be restricted.


Page 59, Chesapeake Bay Critical Area Program. The number one goal is to minimize adverse impacts on water quality that results from pollutants that are discharged from structures or conveyances or that have runoff from surrounding lands. To increase the lot coverage would be to completely go against this concept.


Page 60 gives the goals in IDA. Two of these state that additional development be accommodated provided that water quality is not impaired and that the quality of runoff from IDAs that enters the Bay or its tributary streams be improved. Clearly with increased coverage these goals will be harder to achieve. The last goal given is the use of retrofitting measures to address existing stormwater management problems is encouraged. This goal shows that the

town already has problems with stormwater management with the existing lot coverage.

Page 63, Impervious Surfaces in LDA shows that only 15% of newly developed lots and 25% of existing lots can be developed. Approximately 40% of the R-3 is in LDA and therefore limited in coverage already. It would seem very unfair to allow such a wide gap in coverage within such a small area of the town. All of the R-2 in the Manor is in LDA and therefore limited. Only the R-2 lots of Trinity Woods would receive the 50% coverage. With almost all of these lots 20,000 square foot, they would have an allowable coverage of 10,000 square foot.

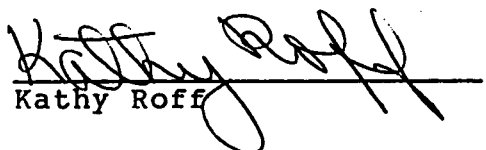
Page 69 states that the Comprehensive Plan should work through Zoning and subdivision regulations. Clearly the Plan does not give impetus to the pending ordinance that would increase the lot coverage. Therefore, as we have stated before the Planning Commission does not recommend passage of the proposed Ordinance No. 95-3.

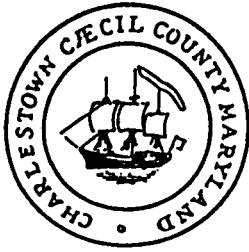

Darlene McCall, Chairman


Tom Hartenstine


Nancy Bowles


Hershel Armour


Kathy Roff



Historic District Commission Town of Charlestown


December 7, 1995

Gophery Richardson, President
Board of Town Commissioners
Charlestown, MD 21914

Dear President Richardson:

The Charlestown Historic District Commission, at its December meeting, declared unanimously their opposition to the proposed ordinance, number ninety-five dash three.

The Commission feels that any increase in allowable lot coverage would not be in keeping with the Charlestown Comprehensive Plan. We feel that the people of Charlestown do not want any change of zoning that could lead to the reduction of open space between houses.

Sincerely,

Nelson H. McCall,
Chairman

Members:

Elizabeth Henry
Diane Letts
Charles Murphy
Rebecca Phillips
Ruth Wright
Linda Slicer

**Tatman & Lee Associates
Wilmington, Delaware**

December 21, 1995

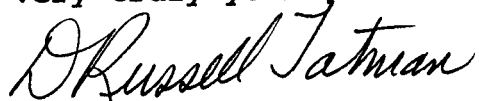
Town Commissioners of Charlestown
241 Market Street
Post Office Box 154
Charlestown, Maryland 21914

RE: Lot Coverage

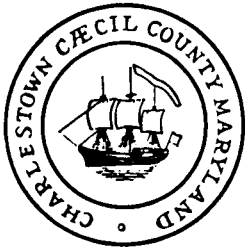
Gentlemen:

It is our opinion that lot coverage in the Town of Charlestown should remain at 30% and not be increased at this time. It is our understanding that the present 30% lot coverage has not created any hardship. Allowing a greater coverage can contribute significantly to stormwater management problems in the Town.

Very truly yours,



D. Russell Tatman, P.E.
Vice-President



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

CHARLESTOWN TOWN MEETING

NOVEMBER 28, 1995

The Charlestown Town Meeting of November 28, 1995, was called to order at 7:30 P.M. by President Gophery H. Richardson, Jr. The Commissioners present were: Wilbur D. Pumpaly, B. Frank Shriver, Steven Vandervort and Loucretia A. Wood. Stanley W. Hearne, Town Administrator, was also present. A list of Town Residents attending is attached to these minutes.

David Callis

David Callis of 708 Ogle Street was inquiring about Darlene McCall's (Chairman of the Planning Commission) letter to him instructing him to remove his structures from Town property. The Commissioners decided not to interfere with the Planning Commission in this regard.

Minutes

Steven Vandervort motioned to approve the minutes of October 10, 1995, seconded by Wilbur D. Pumpaly 3-0-2 (two abstaining were Frank Shriver and Loucretia A. Wood).

Wilbur D. Pumpaly motioned to approve the minutes of October 24, 1995, seconded by Loucretia A. Wood and approved with one correction, 3-0-2. (Two abstaining were Frank Shriver and Steven Vandervort). The correction to be made in figures from \$5,624.00 to \$5,647.00 on Current Electric, Inc. for electric service to Town Dock.

Lot Coverage

The Town Commissioners had asked the Planning and Zoning Commission for review and recommendation on a proposal to increase lot coverage in R2 & R3 zone from the present 30% to 50%. The Commission received a letter from the Planning and Zoning Commission recommending that lot coverage not be changed. The Planning and Zoning Commission felt that a lot coverage of 50% would not be consistent with the Charlestown Comprehensive Plan and possibly create an overcrowded appearance. They also felt that the higher lot coverage would create more storm water management problems and would not be in keeping with the provisions of the Critical Area Program. Thomas Hartenstine of the Planning and Zoning Commission also addressed the Commissioners on this subject. After a lengthy discussion

CHARLESTOWN TOWN MEETING

NOVEMBER 28, 1995

- 2 -

Steven Vandervort made a motion to advertise and schedule a public hearing on the proposed changes in lot coverage. Motion seconded by Loucretia A. Wood. The vote on the motion was 4-1 (Gophery H. Richardson, Jr. was the dissenting vote). The public hearing will be held on December 21, at 7:30 P.M.

Ice Eaters

Wilbur D. Pumpaly made a motion to buy 6 Ice Eaters, 6 Thermostates, and 6 Adapters from Pat's Marina, and to have Pat's Marina install them at the Town Boat Dock to prevent ice damage. The motion was seconded by Frank Shriver. Motion was passed by a vote of 5 - 0.

Ethics Commission

President Richardson mentioned that he would like someone to make a motion to have David A. Jarinko fill the vacancy on the Ethics Commission. Wilbur D. Pumpaly made a motion that David A. Jarinko fill the vacancy on the Ethics Commission Board. There was no second to the motion. Commissioner Loucretia A. Wood asked for 2 weeks to consider the Pastor of St. John's Church in Charlestown.

Planning and Zoning Appointment

A motion was made by Frank Shriver to appoint Kathleen Roff to the Planning and Zoning Commission to serve out the remainder of her deceased husband's term. The motion was seconded by Wilbut D. Pumpaly. Motion passed 5 - 0.

MML Dinner

Port Deposit will host the MML Dinner December 6 at 7:00 P.M.

Community Christmas Party

Steven Vandervort made a motion to donate \$100.00 to the Community Christmas Party that is sponsored each year by the Charlestown Fire Company, Charlestown Business Association, and the Town of Charlestown. The motion was seconded by Loucretia A. Wood. Motion passed 5 - 0.

CHARLESTOWN TOWN MEETING

NOVEMBER 28, 1995

- 3 -

Louisa Lane Erosion Control Project

Steven Vandervort made a motion to approve the \$5,100. bid from VHB to design the Louisa Lane Shoreline Erosion Control Project. The motion was seconded by Wilbur Pumpaly. Motion passed 5 - 0.

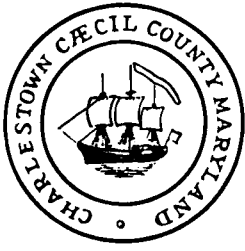
Accounts Payable

Frank Shriver made a motion to pay all bills. Motion passed by Loucretia A. Wood. Motion passed 5 - 0.

Meeting adjourned at 9:30 P.M.

Respectfully Submitted,

Doris M. Berry
Town Clerk



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

DUE TO THERE NOT BEING A QUORUM IN
ORDER TO HOLD A MEETING,
THE NOVEMBER 14, 1995 TOWN MEETING
WAS NOT HELD

LISA C MORGAN
ASSISTANT TOWN ADMINISTRATOR
NOVEMBER 15, 1995

ACCOUNTS PAYABLE

NOVEMBER 14, 1995

GENERAL ACCOUNT

Delmarva Power - Town Hall	156.21	
Garage	21.14	
Comfort Sta.	<u>22.20</u>	199.55
Tatman & Lee Assoc, Inc. - Park Walkway		722.78
Harvey & Harvey - Waste Removal		73.00
Vernon Bryant - Installed Mail Box in Door		118.24
Central Printing & Office Supply, Inc. - Letterheads		52.00
Green & Baxter - Financial Audit 1995		4,300.00
Rudd's Pest Control - Annual Termite Inspection		35.00
Keith Baynes - Inspection Whitby & Arfaa properties	220.00	410.00
Snow Removal - C. Mars & Lease Agreement, P. Price	<u>190.00</u>	
Radio Shack - Tapes		13.98
Cecil Whig - Bd. of Appeals, Ord. #95-2		72.00
Treasurer of Cecil County - Sheriff's Dept. - Gasoline		103.90
Sheriff's Dept. - Deputies		2,322.39
Atlas Plumbing Unlimited, Inc. - Close Comfort Station for Winter		58.01
Alger Oil, Inc. - Oil		53.10
A T & T		14.34
Charlestown Fire Company - Contribution		1,300.00
J. Michaels Painting, Inc. - Town Hall Building		<u>2,670.00</u>
		TOTAL <u>12,518.29</u>

ACCOUNTS PAYABLE

NOVEMBER 14, 1995

- 2 -

SPECIAL ACCOUNT

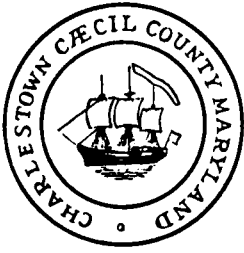
Sunoco - Gasoline		97.31
Western Auto Asso. Store - 2 Signs		1.60
Tatman & Lee Assoc., Inc. - Review Bids for Paving Ogle St.		96.82
Steven Lewis & Co. - Extend Walkway on Town Pier		245.00
Delmarva Power - Street Lights		<u>1,288.04</u>
	TOTAL	<u>1,728.77</u>

UTILITY - SEWAGE

Delmarva Power - Sta. #1	316.18	
Sta. #3	378.68	
Lift Sta.	16.83	
Rt. #2	<u>34.17</u>	<u>745.86</u>
	SUB-TOTAL	745.86

UTILITY - WATER

Delmarva Power - Water Tank	187.89	
Delmarva Power - Well 1	<u>631.06</u>	<u>818.95</u>
	TOTAL	<u>1,564.81</u>



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

CHARLESTOWN TOWN MINUTES

OCTOBER 24, 1995

The Charlestown Commissioners meeting of October 24, 1995, was called to order by President Gophery H. Richardson at 7:30 P.M. Commissioners present Wilbur D. Pumpaly and Loucretia A. Wood. Commissioner Steven A. Vandervort and B. Frank Shriver were absent. Also attending: Town Administrator Stanley W. Hearne; Richard Whitby, Valerie Hahn, Howard Hall, Donna Sheets, Colleen and Joseph Hirsch.

Minutes - October 10, 1995

The approval for the minutes of October 10, 1995, are being held over for the next meeting of November 14, 1995.

Ordinance #95-2

Loucretia A. Wood made a motion to approve Ordinance #95-2 concerning the Sidewalk Snow Removal. Motion was seconded by Wilbur D. Pumpaly and passed 3 - 0.

Phil Price - Lease

Phil Price has been unable to attend any recent meetings concerning the lease of his Marina. Keith Baynes will write a letter to Phil Price concerning the Lease.

Edgar A. McMullen, Jr.

On a motion by Loucretia A. Wood to reappoint Edgar A. McMullen, Jr. to a 3 year term on the Board of Appeals beginning November 1, 1995. Motion seconded by Wilbur D. Pumpaly. Motion approved 3 - 0.

Paving - McGuirk Construction

Discussion on paving streets, McGuirk Construction Company will do the paving. On a motion by Loucretia A. Wood for McGuirk to do Cecil Street beyond Chesapeake Drive (approximately 90' long) for \$1,500.00. Motion seconded by Wilbur D. Pumpaly and passed 3 - 0.

CHARLESTOWN TOWN MINUTES

OCTOBER 24, 1995

- 2 -

Paving - McGuirk Construction

On a motion by Wilbur D. Pumpaly and seconded by Loucretia A. Wood, President Richardson was given permission to enter into contract with McGuirk Construction to pave the intown portion of Edgewater Avenue, provided that the price per sq. ft. of the Edgewater Avenue Project does not exceed the price per sq. ft. of the Cecil Street Project. Also, the Edgewater Avenue Project must not exceed the amount remaining in the budget for Streets.

Town Pier - Electric Bids for Dock

Three (3) bids came in for the electric service of the Town Pier Dock.

Best Electric - one bid for 100 amp. 6 outlets	\$6,899.00
Best Electric - one bid for 200 amp.	7,493.00
Current Electric, Inc. - bid for 200 amp. 8 outlets	5,642.00

On a motion by Loucretia A. Wood, Current Electric, Inc. with a bid of \$5,647.00 was approved and seconded by Wilbur D. Pumpaly. Motion passed 3 - 0.

Annual Christmas Party

Discussion was held on the Town's Christmas party for December , 1995. It has been set for Thursday, December 21st from 1:00 P.M. to 6:00 P.M. Past Town Administrators, Commissioners, Office Workers and County Officials will be invited to stop by.

Accounts Payable

Commissioner Wilbur D. Pumpaly motioned to pay all bills, seconded by Loucretia A. Wood. Motion passed 3 - 0.

Meeting Adjourned 8:10 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/24/95

TIME: 7:30 PM

Richard A. Whitey

~~Paul [unclear]~~

Monna Steets

Colleen + Joe Hirsch

Val Hahn

McGUIRK CONSTRUCTION COMPANY

4596 Pulaski Highway
 PERRYVILLE, MARYLAND 21903
 (301) 642-6116

PROPOSAL SUBMITTED TO <u>Town of Charlestown</u>		PHONE	DATE <u>10-17-95</u>
STREET <u>P.O. Box 154</u>		JOB NAME <u>Street Paving</u>	
CITY, STATE AND ZIP CODE <u>Charlestown, Maryland 21914</u>		JOB LOCATION <u>End of Cecil St</u>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

- 1) Pave existing street 90 x 20, cut tie-in joints both ends, sweeping and tack coat before placing 2" overlay

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

One Thousand Five hundred

dollars (\$ 1500.00)

Payment to be made as follows:

Billing upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature [Signature]

Note: This proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

Proposal

Best Electric Inc.

35 Rolling Mill Lane
 North East MD 21901
 Phone/Fax (410) 287 5422

Proposal submitted to Town of Charlestown		Phone 1-410-287-6173	Date October 5, 1995
Street 630 Water Street		Job Name Wire pier with a 100 amp service	
City, State, and Zip Code Charlestown MD 21914		Job Location 630 Water Street Charlestown MD 21914	
Architect	Date of Plans	Estimate Number Est0319	Job Phone 1-410-287-6173

We hereby submit specifications and estimates for:

Wire the pier as specified below.

- ♦ Install a 100 amp electric service to the pier. This will consist of:
 1. A meter socket mounted on the house.
 2. Conduit from the aerial drop to the meter socket.
 3. A 100 amp panel mounted on a salt treated backboard next to the water at the start of the pier.
 4. Trenching, 2 inch PVC conduit, and wiring between the meter socket and the panel.
- ♦ Install conduit and wiring for the six (6) ice eaters. Each outlet will be a 20 amp 120 volt twistlock marine grade single receptacle. Each will have it's own circuit breaker.
- ♦ Install six (6) convenience outlets. Three (3) on each side of the pier. Each will be a 20 amp 120 volt duplex marine grade receptacle. All will be on the same twenty (20) amp GFCI circuit breaker.
- ♦ This price assumes that there are no wires, water pipes, drain lines etc. in the way of the trench. If there is a need for hand digging an additional cost will be incurred.

Electrical inspection of our work is included. We file for inspection. The customer must arrange access to work.

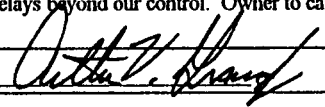
We Propose hereby ;to furnish material and labor - complete in accordance with above specifications, for the sum of:

Six thousand, eight hundred, ninety-nine and 00/100 ----- \$6,899.00

Payment to be made as follows:

Fifty percent due upon acceptance of proposal. Balance due upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration of deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature  V.P.

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Signature _____

Proposal

Best Electric Inc.

35 Rolling Mill Lane
North East MD 21901
Phone/Fax (410) 287 5422

Proposal submitted to Town of Charlestown		Phone 1-410-287-6173	Date October 5, 1995
Street 630 Water Street		Job Name Wire pier with a 100 amp service	
City, State, and Zip Code Charlestown MD 21914		Job Location 630 Water Street Charlestown MD 21914	
Architect	Date of Plans	Estimate Number Est0322	Job Phone 1-410-287-6173

We hereby submit specifications and estimates for:

Wire the pier as specified below.

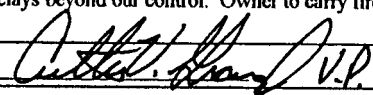
- ♦ Install a 200 amp electric service to the pier. This will consist of :
 1. A meter socket mounted on the house.
 2. Conduit from the aerial drop to the meter socket.
 3. A 200 amp panel mounted on a salt treated backboard next to the water at the start of the pier.
 4. Trenching, 2 inch PVC conduit, and wiring between the meter socket and the panel.
- ♦ Install conduit and wiring for the six (6) ice eaters. Each outlet will be a 20 amp 120 volt twistlock marine grade single receptacle. Each will have it's own circuit breaker.
- ♦ Install six (6) convenience outlets. Three (3) on each side of the pier. Each will be a 20 amp 120 volt duplex marine grade receptacle. All will be on the same twenty (20) amp GFCI circuit breaker.
- ♦ This price assumes that there are no wires, water pipes, drain lines etc. in the way of the trench. If there is a need for hand digging an additional cost will be incurred.

Electrical inspection of our work is included. We file for inspection. The customer must arrange access to work.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Seven thousand, four hundred, ninety-three and 00/100 ----- \$7,493.00

Payment to be made as follows:
Fifty percent due upon acceptance of proposal. Balance due upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration of deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature 

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Signature _____

Proposal

Current Electric, Inc.

22 N Main Street
North East, MD 21901
Phone # 410-287-3123

PROPOSAL SUBMITTED TO
TOWN OF CHARLESTOWN
STREET ADDRESS
630 MARKET STREET
CITY STATE & ZIP CODE
CHARLESTOWN, MD 21914
MANAGER
STANLEY HEARNE

PHONE
410-287-9163
JOB NAME
TOWN DOCK
JOB LOCATION
CHARLESTOWN
JOB PHONE
SAME

PROPOSAL DATE
8-22-95

We hereby submit specification and estimate for:

1. INSTALLATION OF A NEW 200 AMP 120/240 VOLT METER AND CIRCUIT BREAKER ELECTRIC SERVICE FOR DOCK POWER.
2. TO TRENCH AND INSTALL CONDUIT AND WIRE FROM EXISTING TENANT HOUSE OR UTILITY POLE NEXT TO WATER STREET, TO TOWN DOCK. A NEW METER IS TO BE LOCATED ON HOUSE OR BY A PEDISTAL MOUNT NEAR DOCK AND/OR WICHEVER DELMARVA POWER COMPANY REQUESTS AS PER THIER REQUIREMENTS.
3. INSTALLATION OF EIGHT (8) 30 AMP 120 VOLT TWIST LOCK MARINE GRADE RECEPTACLES, BOXES AND COVERS, ALONG WITH ALL ASSOCIATED WIRING, CONDUIT AND CIRCUIT BREAKERS TO BE MOUNTED ON TOWN DOCK APPROXIMATELY 36 FOOT APART ONTO INNER PILINGS. ALL IN STRICT ACCORDANCE WITH THE MOST RECENT EDITION OF THE NATIONAL ELECTRICAL CODE.

QUOTE INCLUDES ALL MATERIAL, LABOR, TRENCHING, PERMITS AND INSPECTIONS. QUOTE MAY CHANGE PENDING DELMARVA POWER REQUIREMENTS

TOTAL -----\$5,647.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Dominick D. Delator

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE

DATE

TOWN MEETING OF OCTOBER 24, 1995

AGENDA

7:30 P.M.

Old Business

1. Approval of Minutes

Pending Business

2. Ordinance 95-2 - sidewalk snow removal
3. Town pier electric bids

New Business

4. Reappointment to Board of Appeals - Edgar McMullen Jr.
5. Addition of Cecil St. to Ogle Dr. paving project
6. Town Christmas party - tentative date Thurs. 12/21
7. Accounts Payable

CHARLESTOWN TOWN MINUTES

OCTOBER 10, 1995

The Charlestown Town Commissioners meeting of October 10, 1995, was called to order at 7:30 P.M. by President Gophery H. Richardson. Other Commissioners present were: Wilbur Pumpaly and Steven Vandervort. Commissioners B. Frank Shriver and Loucretia A. Wood were absent. Also attending: Stanley W. Hearne, Town Administrator; and the following residents: Valerie Hahn, Howard Hall and Dick Evans.

Planning & Zoning Board - Resignation

Janet Shriver has resigned from the Planning & Zoning Board. Darlene McCall, Chairman of the Planning & Zoning Board recommended William Roff to fill the vacancy.

A motion by Wilbur Pumpaly that William Roff be appointed to the Planning & Zoning Board for a 5 year term starting November 15, 1995. Motion was seconded by Steven Vandervort and passed 3 - 0.

Minutes - September 26, 1995

A motion by Steven Vandervort to approve the minutes of September 26, 1995, was seconded by Wilbur Pumpaly and approved 3 - 0.

Painting Town Hall Building - Bids

After reviewing the bids for painting the Town Hall Building, a motion by Steven Vandervort to award J. Michael's Painting, Inc. the contract. Motion seconded by Wilbur Pumpaly and passed 3 - 0. A question concerning the paint, between the latex flat on wood or a semi-gloss paint will be discussed with the painter, J. Michaels.

Ogle Drive - Paving Bids

The bids that came in for paving Ogle Drive were:

Quality Enterprises, Inc.	\$6,750.00
Montgomery Construction	6,633.00
McGuirk Construction	6,398.25

On a motion by Steven Vandervort to grant McGuirk Construction to do the paving on Ogle Street was seconded by Wilbur Pumpaly. Motion passed 3 - 0.

CHARLESTOWN TOWN MINUTES

OCTOBER 10, 1995

Ordinance #95-2

The Sidewalk Ordinance was tabled to the next meeting.

MML-Cecil-Harford Chapter

The Town of Perryville is hosting the quarterly meeting of the M.M.L., Cecil-Harford Chapter on Thursday, October 26, 1995. The dinner meeting will be held at Chantilly Manor, located off of Rt. 274 beginning at 6:00 P.M.

Dick Evans

Dick Evans talked to the Commissioners concerning a driveway that he wants to put in coming down from the front of his house to Bladen Street. The sidewalk is the main concern and some of the Commissioners will take a look at that area.

Accounts Payable

Wilbur Pumpaly motioned to pay the town bills. Motion seconded by Steven Vandervort and passed 3 - 0.

Meeting adjourned at 8:30 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/10/95 TIME: 7:30 PM

Richard W. EVANS 605 Bladen St.

Val Hain
VAL HAIN

TOWN MEETING OF OCTOBER 10, 1995

AGENDA

7:30 P.M.

1. Appointment to Planning & Zoning Commission

Old Business

2. Approval of Minutes

Pending Business

3. Painting Bids
4. Ogle Dr. Paving Bids
5. Ordinance 95-2 - Sidewalk Snow Removal
6. MML Dinner - Reservations

New Business

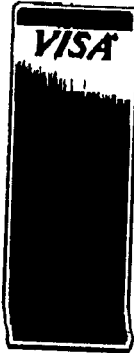
7. Accounts Payable

J. MICHAEL'S PAINTING, INC.

79 Albe Dr. • Unit J • Newark, DE 19702

(302) 738-8465

Fax (302) 738-8466



PROPOSAL AND ACCEPTANCE

Submitted to: <u>Starre Neume</u>		Phone 1: <u>1-410-287-6173</u>	Phone 2 or Fax:
Street: <u>241 Market St.</u>		Job Name:	
City, State & Zip: <u>Charlestown MD</u>		Job Location:	<u>410-287 6620 - FAX</u>
Salesperson:	Date: <u>8-29-95</u>	Job Number:	

We hereby submit specifications and estimates for:

exterior:

- Replaster! Add synthetic surfaces to fix any rag loose dirt/drips/peeling paint. This provides a surface which will help promote adhesion of paint.
- Wood Siding: w/ASSA. SURFITS & FRAMA - PRIME RG BRD WOOD - PAINT 375⁰⁰
- Doors: 1/2" of FRAMA - MARK OVER / w/ASSA DOORS - SAME M.O. 1,255⁰⁰
- Windows: OVER FRAMA; SASHES ONLY - #7 @ 10⁰⁰ EACH 160⁰⁰
- Windows: DOUBLE SASH w/ mullions (REGIONS AS NEEDED) - #7 @ 35⁰⁰ EACH 210⁰⁰
- SHUTTERS: #6 @ 20⁰⁰ EACH
- SPANS: #3 - BORDERS ONLY - N/C - PERIMETER ONLY. 120⁰⁰

* ESTIMATE INCLUDES PREP WORK (i.e. SCRAPING, SANDING, PRIME, ETC.)
 MATERIALS, AND LABOR.
 * ESTIMATE / ESTIMATE OF INSURANCE AND RESUPPLY REQUEST.
 (2400 ADD)
 300

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum Two Thousand One Hundred Ninety and 00/100 dollars (2,190)

Payment to be made as follows: 1st four week completion. (2,490)

Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra cost will be executed only upon written orders, and will come an extra charge over and above the estimate. All agreements contingent upon no strikes, accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Our workers are fully covered by Workman's Compensation.

AUTHORIZED SIGNATURE J.M.F.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED.

PROPOSAL

Big D's Painting Service
1279 West Pulaski Hwy.
Elkton, MD 21921
410-398-7017

No. 1
Date 8/30/95
Sheet No. 1

Proposal Submitted To:

Name Town of Charlestown/St Stanley Hearne
Street P.O. Box 154 - 241 Market St.
City Charlestown
State MD 21914
Phone 410-287-9163

Work To Be Performed At:

Street Town Hall
City Charlestown State MD
Date of Plans
Architect

We hereby propose to furnish the materials and perform the labor necessary for the completion of Exterior Painting

To paint exterior siding, overhang, windows and doors.
Project will consist of to power wash exterior of building from dirt, mold, mildew and loose paint. Then we will scrap, caulk and scuff sand areas to be painted. Then to spot prime all areas of bare wood. Then we will remove all storm window frames so that we can reglaze windows where needed and apply 2 coats of finish paint to all windows. Windows to be White Gloss. All siding will receive 2 coats of same color of Exterior Flat - A-100 from Sherwin-Williams. Exterior doors, overhang and corner boards to be painted with American Home & Hardware Waterborn Gloss Red, for a three tone look.
All work guaranteed for 1 year.
Project will take 7 days.
Certificates of insurances to be sent upon request.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ 3,600.).

with payments to be made as follows: Down payment of \$1,000.
Balance of \$2,600. due upon completion of project.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted *Dennis R. Siple*

Per

Note—This proposal may be withdrawn by us if not accepted within 60 days.

State of MD/Fossett Insurances (Erie)

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date Signature

QUALITY ENTERPRISES, INC.

1637 E. OLD PHILADELPHIA ROAD
SUITE #3
ELKTON, MARYLAND 21921
(410) 392-6600
FAX (410) 392-3747

BID/PROPOSAL

DATE: September 22, 1995

SUBMITTED TO: TOWN OF CHARLESTOWN
241 Market Street
Charlestown, Maryland 21914
(410) 287-6173

ATTENTION: TOWN COMMISSIONERS OF CHARLESTOWN

JOB NAME: PAVING AND ROADWAY REPAIR
JOB SITE: OGLE DRIVE AND FRONT OF REST ROOMS

ITEM #1: OGLE DRIVE
Consisting of grading, base repair, tack coat and placement of approximately 468 liner feet of 12' wide by 3" thick bituminous pavement as per specs-Drawing #1.

\$6,550.00

SIX THOUSAND FIVE HUNDRED FIFTY DOLLARS/NO CENTS

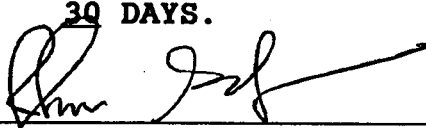
ITEM #2: AREA AT NEW RESTROOMS/BOAT LAUNCH AREA
Remove section approximately 3' wide X 19" long of cold patch in roadway area near new restrooms at boat launch ramp, (was previously saw cut and removed for installation of water line.) Prime and pave this section per specifications above.

\$200.00

TWO HUNDRED DOLLARS/NO CENTS

TERMS: PAYMENT IN FULL WITHIN 30 DAYS UPON COMPLETION OF WORK.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN
30 DAYS.



John C. Schneider
President,
Quality Enterprises, Inc.

Authorized/Accepting Signature
Date Signed: _____

JCS/il

**TOWN OF CHARLESTOWN
PAVE OGLE DRIVE (CHESAPEAKE ROAD TO CHARLESTOWN PLACE)
AND
REPAIR ROADWAY AREA NEAR RESTROOMS
TECHNICAL SPECIFICATIONS
FOR BITUMINOUS CONCRETE PAVEMENT**

All work, labor, materials and methods shall be in accordance with the Standard Specifications for Construction and Materials of the Maryland Department of Transportation, State Highway Administration, January, 1982 or latest revised edition.

Bituminous concrete pavement shall consist of aggregates and asphalt mixed and constructed in accordance with Section 401, Bituminous Concrete Pavement Specifications. The actual physical centerline shall be used for horizontal alignment. A slope of 1/4 inch/FT shall be provided from the centerline to each edge of road limit as directed by the Engineer. A minimum depth of 3 inches of bituminous concrete pavement shall be placed at all locations. Existing unpaved areas shall comply with MD DOT Specifications.

The surface of the existing base shall remain in place and be clean and dry. All depressions shall be filled with acceptable base material and compacted. All excess patch material shall be removed. All areas shall be fine graded, compacted and cleaned of all loose material under the section prior to pavement placement. Tack coat shall be applied where and as directed by the Engineer so that resulting coating shall be residual asphalt uniformly spread between .01 and .05 gal/sq. yd. of surface area. Due regard must be observed for safety and convenience of the public in the application and maintenance of tack coat. Where conditions permit, hauling trucks shall not track tack coat on newly completed surface courses.

The quantity of this work will be paid for at the Contract unit priced per square yard for bituminous concrete pavement, which price and payment will be full compensation for base preparation, furnishing, hauling and placing all materials, including tack coat; for the preparation of all materials' and for all labor, equipment tools, the setting of lines and guides where specified, raising manholes, inlets and valve boxes, traffic control, mobilization, demobilization, site restoration and incidentals necessary to complete the item. This item will be measured on the basis of the actual square yards of bituminous concrete completed, placed and accepted. The quantity of bituminous material for tack coat will not be measured.

Item #1 - Grading, base repair, tack coat, and placement of approximately 468 l.f. of bituminous pavement (at 12' wide as shown in Drawing 1)

\$6,550.00

In writing - SIX THOUSAND FIVE HUNDRED FIFTY DOLLARS/NO CENTS
(dollars and cents)

Item #2 - Remove approximately 3' wide x 19' long section of cold patch in roadway near new restrooms at boat launch ramp (was previously saw cut and removed for installation of water line). Prime and pave this section per specifications above.

\$ 200.00

In writing - TWO HUNDRED DOLLARS/NO CENTS
(dollars and cents)

**TOWN OF CHARLESTOWN
PAVE OGLE DRIVE (CHESAPEAKE ROAD TO CHARLESTOWN PLACE)
AND
REPAIR ROADWAY AREA NEAR RESTROOMS
TECHNICAL SPECIFICATIONS
FOR BITUMINOUS CONCRETE PAVEMENT**

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The quantity of this work will be paid for at the Contract unit priced per square yard for bituminous concrete pavement, which price and payment will be full compensation for base preparation, furnishing, hauling and placing all materials, including tack coat; for the preparation of all materials' and for all labor, equipment tools, the setting of lines and guides where specified, raising manholes, inlets and valve boxes, traffic control, mobilization, demobilization, site restoration and incidentals necessary to complete the item. This item will be measured on the basis of the actual square yards of bituminous concrete completed, placed and accepted. The quantity of bituminous material for tack coat will not be measured.

Item #1 - Grading, base repair, tack coat, and placement of approximately 468 l.f. of bituminous pavement (at 12' wide as shown in Drawing 1)

$\$ 9.50/\text{sq. yd.}$ $624 \text{ sq. yd.} @ \$ 9.50 = \$ 5,928.00$
 In writing - NINE DOLLARS and FIFTY CENTS PER SQUARE YARD
 (dollars and cents)

Item #2 - Remove approximately 3' wide x 19' long section of cold patch in roadway near new restrooms at boat launch ramp (was previously saw cut and removed for installation of water line). Prime and pave this section per specifications above.

$\$ 117.50$ $6 \text{ sq. yd.} @ \$ 117.50 = \$ 705.00$
 In writing - ONE HUNDRED SEVENTEEN DOLLARS and FIFTY CENTS PER SQUARE YARD
 (dollars and cents)

by: A. Robert Summers (A ROBERT SUMMERS, VICE-PRESIDENT)
 MONTGOMERY CONSTRUCTION, A DIVISION OF
 E. STEWART MITCHELL, INC.
 BOX 2799
 BALTIMORE, MARYLAND 21225

9/28/95

TOWN OF CHARLESTOWN
PAVE OGLE DRIVE (CHESAPEAKE ROAD TO CHARLESTOWN PLACE)
AND
REPAIR ROADWAY AREA NEAR RESTROOMS
TECHNICAL SPECIFICATIONS
FOR BITUMINOUS CONCRETE PAVEMENT

All work, labor, materials and methods shall be in accordance with the Standard Specifications for Construction and Materials of the Maryland Department of Transportation, State Highway Administration, January, 1982 or latest revised edition.

Bituminous concrete pavement shall consist of aggregates and asphalt mixed and constructed in accordance with Section 401, Bituminous Concrete Pavement Specifications. The actual physical centerline shall be used for horizontal alignment. A slope of 1/4 inch/FT shall be provided from the centerline to each edge of road limit as directed by the Engineer. A minimum depth of 3 inches of bituminous concrete pavement shall be placed at all locations. Existing unpaved areas shall comply with MD DOT Specifications.

The surface of the existing base shall remain in place and be clean and dry. All depressions shall be filled with acceptable base material and compacted. All excess patch material shall be removed. All areas shall be fine graded, compacted and cleaned of all loose material under the section prior to pavement placement. Tack coat shall be applied where and as directed by the Engineer so that resulting coating shall be residual asphalt uniformly spread between .01 and .05 gal/sq. yd. of surface area. Due regard must be observed for safety and convenience of the public in the application and maintenance of tack coat. Where conditions permit, hauling trucks shall not track tack coat on newly completed surface courses.

The quantity of this work will be paid for at the Contract unit priced per square yard for bituminous concrete pavement, which price and payment will be full compensation for base preparation, furnishing, hauling and placing all materials, including tack coat; for the preparation of all materials' and for all labor, equipment tools, the setting of lines and guides where specified, raising manholes, inlets and valve boxes, traffic control, mobilization, demobilization, site restoration and incidentals necessary to complete the item. This item will be measured on the basis of the actual square yards of bituminous concrete completed, placed and accepted. The quantity of bituminous material for tack coat will not be measured.

Item #1 - Grading, base repair, tack coat, and placement of approximately 468 l.f. of bituminous pavement (at 12' wide as shown in Drawing 1)

\$ 6240.00

In writing - Six Thousand Two hundred Forty
(dollars and cents)

Item #2 - Remove approximately 3' wide x 19' long section of cold patch in roadway near new restrooms at boat launch ramp (was previously saw cut and removed for installation of water line). Prime and pave this section per specifications above.

\$ 158.25

In writing - One hundred Fifty Eight and $\frac{25}{100}$
(dollars and cents)

CHARLESTOWN TOWN HALL

ACCOUNTS PAYABLE

OCTOBER 10, 1995

GENERAL ACCOUNT

Delmarva Power - Town Hall	244.31	
Comfort Sta.	25.18	
Garage	<u>25.92</u>	295.41
Corron Trash Removal		130.00
Harvey & Harvey - Waste Removal		50.00
Alarm Systems Co. of MD. - Quarterly Invoice		54.00
Keith Baynes General Rep. Town - Settlement agreement and Mutual Release - H. Hall & Ripco		75.00
Chesapeake Publishing Co. - Bids, Ogle Drive		<u>224.00</u>
		TOTAL
		<u>828.41</u>

SPECIAL ACCOUNT

Sunoco - Gasoline		79.69
Delmarva Power - Street Lights		1,288.04
Allstate Sign & Plaque - Signs		549.30
Tatman & Lee - Paving Ogle Drive - Plans		417.93
Benjamin Lumber Co., Inc. - Carbide Blade (Saw)		<u>12.99</u>
		TOTAL
		<u>2,347.95</u>

UTILITY - SEWAGE

Delmarva Power - Sta. #1	409.16	
Sta. #3		
Lift Sta.	17.00	
Rt. #7	<u>41.16</u>	
		SUB-TOTAL
		467.32

UTILITY - WATER

Tatman & Lee Associates - Water Conditions of Charlestown Wells		<u>90.68</u>
		TOTAL
		<u>558.00</u>

ORDINANCE #95-2

**AN ORDINANCE PERTAINING TO THE REMOVAL
OF SNOW AND ICE FROM SIDEWALKS WITHIN THE
CORPORATE LIMITS OF THE TOWN OF CHARLESTOWN**

WHEREAS, the Town Commissioners find the existing Ordinance is inadequate, and

WHEREAS, the Town Commissioners hereby repeal Ordinance No. 18 in its entirety, and

WHEREAS, it is the intent of the Commissioners to provide for the safe use of the Sidewalks of the Town of Charlestown, and

WHEREAS, the provisions of this Ordinance are found to be consistent with the responsibilities and powers of the Commissioners as set forth in the Annotated Code of Maryland and the Charter of the Town of Charlestown, then

THEREFORE, be it enacted by the Commissioners of the Town of Charlestown as follows:

SECTION 1: RESPONSIBILITY FOR REMOVAL

(a) All owners and persons in possession of any land on or premises situated on any street alley or highway within the limits of the Town, where sidewalks have been or may hereafter be laid, shall remove or caused to be removed the snow or ice therefrom the entire length thereof. Said snow and ice must be removed within twenty-four (24) hours after it has stopped falling.

(b) If snow or ice is so hard packed that it cannot be removed without damage to sidewalks, the person in charge of its removal shall, within the time mentioned, cause enough Calcium Magnesium Acetate (CMA) or some comparable substance to be put on the sidewalk to make travel thereon reasonably safe, and then shall, as soon thereafter as weather permits, cause a path in said sidewalk of at least three (3) feet in width to be thoroughly cleaned.

SECTION 2: DEPOSITION OF SNOW AND ICE RESTRICTED

No person shall deposit or cause to be deposited any snow and ice on or against a fire hydrant or any sidewalk or roadway except that snow and ice may be windblown on public roadways incident to the clearing thereof.

SECTION 3: VIOLATIONS AND PENALTIES

In the event of the failure of any person to clear away or treat with CMA or some comparable substance and subsequently clear away any snow and ice from any sidewalk as provided in this Ordinance, or cause this to be done, such failure is hereby declared to be a municipal infraction and subject to a fine of fifty dollars (\$50.00).

SECTION 4: ENFORCEMENT AND COST

(a) Notwithstanding other provisions of this Ordinance for penalizing the failure of any person to remove or caused to be removed snow or ice pursuant to SECTION 1 of this Ordinance, the Town may, when such failure occurs, employ a person to do so on behalf of the Town Commissioners.

(b) The cost of any removal of snow or ice incurred by the Town pursuant to this Ordinance shall be a debt of the owner of the abutting property and shall become due and payable when the statement is placed in the hands of the Town Commissioners. The Town shall proceed immediately to render a bill therefor in the same manner as Town taxes. Any such charge shall be a lien against the abutting property and shall draw interest after thirty (30) days at the rate of one-half of one percent (1/2 of 1%) until paid.

SECTION 5: WHEN EFFECTIVE

This Ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Town Commissioners of Charlestown.

SECTION 6:

The text of this Ordinance, or a fair summary thereof, shall

be published once in the Cecil Whig, a newspaper having general circulation in Charlestown, after final approval by the Town Commissioners of Charlestown.

INTRODUCED AND APPROVED this 24th day of October, 1995.

ATTEST:

TOWN COMMISSIONERS OF CHARLESTOWN

Gophery H. Richardson, Jr., President

Wilbur D. Pumpaly, Vice-President

Loucretia A. Wood, Treasurer

B. Frank Shriver, Commissioner

Steven W. Vandervort, Commissioner

CHARLESTOWN TOWN MEETING

SEPTEMBER 26, 1995

The Charlestown Town Commissioners meeting of September 26, 1995, was called to order by President Gophery H. Richardson at 7:30 P.M. Commissioners present were: Wilbur D. Pumpaly, Steven Vandervort, and Loucretia A. Wood. Commissioner B. Frank Shriver was absent. Also present was Stanley W. Hearne, Town Administrator; and guest, Judge Dexter Thompson.

Minutes - September 12, 1995

A motion by Wilbur D. Pumpaly to approve the minutes of September 12, 1995 was seconded by Loucretia A. Wood and approved 3 - 0.

Louisa Lane Shoreline Erosion Project

President Richardson on the Louisa Lane Erosion Project anticipated the cost in entirety around \$27,000. on bids and \$2,500. for design. Two (2) bids came in, 1 for \$11,400. and the second bid \$12,300. Steven Vandervort motioned to reject the bids we received, seconded by Wilbur D. Pumpaly and approved by all. Commissioners will put the project up for bid again at a price we can afford.

Painting - Town Hall

Three (3) bids came in for painting the exterior of the Town Hall building. They are:

1. J. Maichael's Printing, Inc.	\$2,490.00
2. Big D's Painting Service	3,600.00
3. Pro Clean	4,500.00

President Richardson recommended J. Michael's Painting, Inc. but will need more information before the next meeting. The Commissioners need to know the "brand" of paint each company will be using and to note: "that no shade of "red" is to be used at all." Trim is to be same color as before.

MML Dinner Meeting

The Town of Perryville will be hosting the next quarterly meeting of the Cecil-Harford Chapter of the Maryland Municipal League. The meeting will be held at Chantilly Manor Country Club on Thursday, October 26, 1995. The cost of the dinner is \$21.00 which includes gratuity. All reservation forms and a check payable to the Town of Perryville must be in to the Town of Perryville by Monday, October 16, 1995.

CHARLESTOWN TOWN MEETING

SEPTEMBER 26, 1995

SIDEWALK-SNOW REMOVAL

After discussion, it was decided that the Town Sidewalk Ordinance needs to be updated. A proposed updated Ordinance will be presented at the next Town meeting.

CHARLESTOWN MARINA

Discussion was held on the existing Charlestown Marina Lease. Phil Price will be invited to a future meeting to discuss this Lease.

DICK EVANS - DRIVEWAY

Allow the Evans' to remove the sidewalk in front of their driveway and replace it with a contour sidewalk. The Town will not share in the cost.

HALLOWEEN - OCTOBER 31, 1995

Loucretia A. Wood made a motion that Halloween "Trick or Treat" hours will be from 6 PM to 8 PM on October 31, 1995, same as the County hours. Wilbur D. Pumpaly seconded the motion. Motion passed 2 - 1 (Steven Vandervort).

JUDGE DEXTER THOMPSON

Judge Dexter Thompson introduced himself and said he is meeting all towns during their meetings and getting to know the Commissioners and wanted to offer his help if anything is needed, feel free to give me a call at anytime.

ACCOUNTS PAYABLE

A motion by Steven Vandervort to pay all the bills was seconded by Wilbur D. Pumpaly. All in favor.

Meeting Adjourned 9:00 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk

TOWN OF CHARLESTOWN

ACCOUNTS PAYABLE

SEPTEMBER 26, 1995

General Account

A T & T	17.29
Bell Atlamtic	129.43
Cecil County Treasurer's Office - Deputies	1,624.98
Cecil County Treasurer's Office - Gasoline	69.68
Sta. MD. Dept. of Natural Resources - Legal Notice (Shoreline Erosion Project)	67.20
	<hr/>
TOTAL	<u>1,908.58</u>

Special Account

Sonshine Motor & Tire - Truck Repairs	177.18
American Home & Hdw. - Spark Plug & Trimmer Line	11.68
Rogers Home & Hardware - 2 x CTO Knives	4.58
Loving's Mower Service - Install P.T.O. Switch, Clean Clutch	<u>78.00</u>
	<hr/>
TOTAL	<u>271.44</u>

UTILITY - WATER

Bell Atlantic	61.42
Rural Economic & Community Development (USDA) (semi-annual payment) FMHA Loan-Water System	31,072.00
	<hr/>
TOTAL	<u>31,133.42</u>

TOWN MEETING OF SEPTEMBER 12, 1995
MINUTES

The Town Meeting of the Town Commissioners of Charlestown was called to order by President Gophery H. Richardson, Jr. at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Loucretia A. Wood, and Commissioner Steven W. Vandervort. Town Administrator Stanley W. Hearne was also present. Audience roster attached hereto.

Marie Evans had requested to be placed on the agenda but was not present. Nancy Crawford asked the board for permission to include a flyer regarding the Charlestown P.T.O. raffle to raise funds for core learning with the next utility billing if the P.T.O. would provide the flyers. A motion was made by Commissioner Wood to permit the flyers to be sent with the utility bills, seconded by Commissioner Pumpaly. The motion passed 4-0. Herschel Armour asked permission from the board to install a culvert pipe, at no cost to the Town, in front of his property and provided a drawing of the proposed installation to the board. After some discussion, a motion was made by Commissioner Wood to allow the installation of the culvert pipe by Mr. Armour as proposed, seconded by Commissioner Pumpaly. The motion passed 4-0.

Old Business

Approval of Minutes - A motion was made by Commissioner Pumpaly to approve the Minutes of the August 22, 1995 Town Meeting, seconded by Commissioner Wood. The motion passed 4-0.

Boat ramp fee - President Richardson asked if the board was still considering a boat ramp fee. The board is still considering a fee but would like more information. The matter was deferred until the next meeting.

Pending Business

Lot Coverage - The board discussed changing the lot coverage percentage and, after some discussion, a motion was made to pursue changing the lot coverage percentage by Commissioner Wood, seconded by Commissioner Vandervort. The motion passed 4-0. Something will be prepared to be sent to the Planning & Zoning Commission for their view on this matter.

Fall Festival - After some discussion, the board decided the following items would be provided by the town for the Fall Festival: the town truck would be available on Friday to help with trash disposal and would be emptied Saturday, returned to help with trash disposal again and emptied on Monday; police would be on duty during the event, however hours of patrol would be at the town's discretion; the boat ramp would be closed to the public during the event; agreed to include the flyers which Charlestown Yacht Club

has provided to the Town with the next utility billing; use of electric at the comfort station; use of the comfort station; use of parking facilities at the ballfield parking lot and the overflow parking lot; use of Veterans Park for vendors; and Water Street between Market and Caroline Streets would be closed to thru traffic but local traffic would be allowed. The Charlestown Yacht Club is to provide copies of all applicable permits and licenses necessary to hold the event to the Town, including a copy of the liquor license. They will also provide copies of the certificates of insurance for the event and the beer vendors. A motion was made by Commissioner Wood for the Town to provide these items for the Fall Festival and to have the Charlestown Yacht Club provide copies of the necessary items mentioned, seconded by Commissioner Pumpaly. The motion passed 4-0.

New Business

Recovery Station - President Richardson asked the board what it wanted to do regarding the building as the State is getting ready to shut it down. After some discussion, a motion was made by Commissioner Pumpaly that when the State is finished with it that the State remove it and return the area to its original condition, seconded by Commissioner Vandervort. The motion passed 4-0.

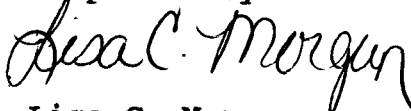
Playground Pavilion - Commissioner Wood stated she would like to see a pavilion built at the playground. After further discussion about upgrading the playground, Commissioner Wood will contact some vendors to see if they would come and suggest an overall upgrade plan for the playground to the Town.

Donna Sheets asked the board about changing the snow removal ordinance. After some discussion, the board deferred this matter until the next meeting after getting more information from surrounding towns on their snow removal ordinances. After discussing several other questions asked by audience members, the board moved on to the last item on the agenda.

Accounts Payable - A motion was made to pay the bills by Commissioner Pumpaly, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Wood abstained).

After some further comments from the audience, President Richardson adjourned the meeting at 8:50 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

TOWN MEETING OF SEPTEMBER 12, 1995

AGENDA

7:30 P.M.

1. Marie Evans - driveway & sidewalk
2. Nancy Crawford - insert for Charlestown PTO raffle
3. Herschel Armour - permission to install drain pipe

Old Business

4. Approval of Minutes
5. Boat Ramp Fee

Pending Business

6. Lot Coverage
Fall Festival

New Business

7. Recovery Station
8. Playground Pavilion
9. Accounts Payable

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/12/95 TIME: 7:30 PM

- Nancy Crawford PTO
- Donna Sleet
- Mushel Brown
- Val Hahn
- Richard Whitby
- Karen Depina's

1080

DRAIN Ditch

FRONT yard

12" PVC of CORRUGATED PIPE
8-10" FILL DIET OVER PIPE

Charlestown Fire Co

Property

EXISTING 8" PIPE

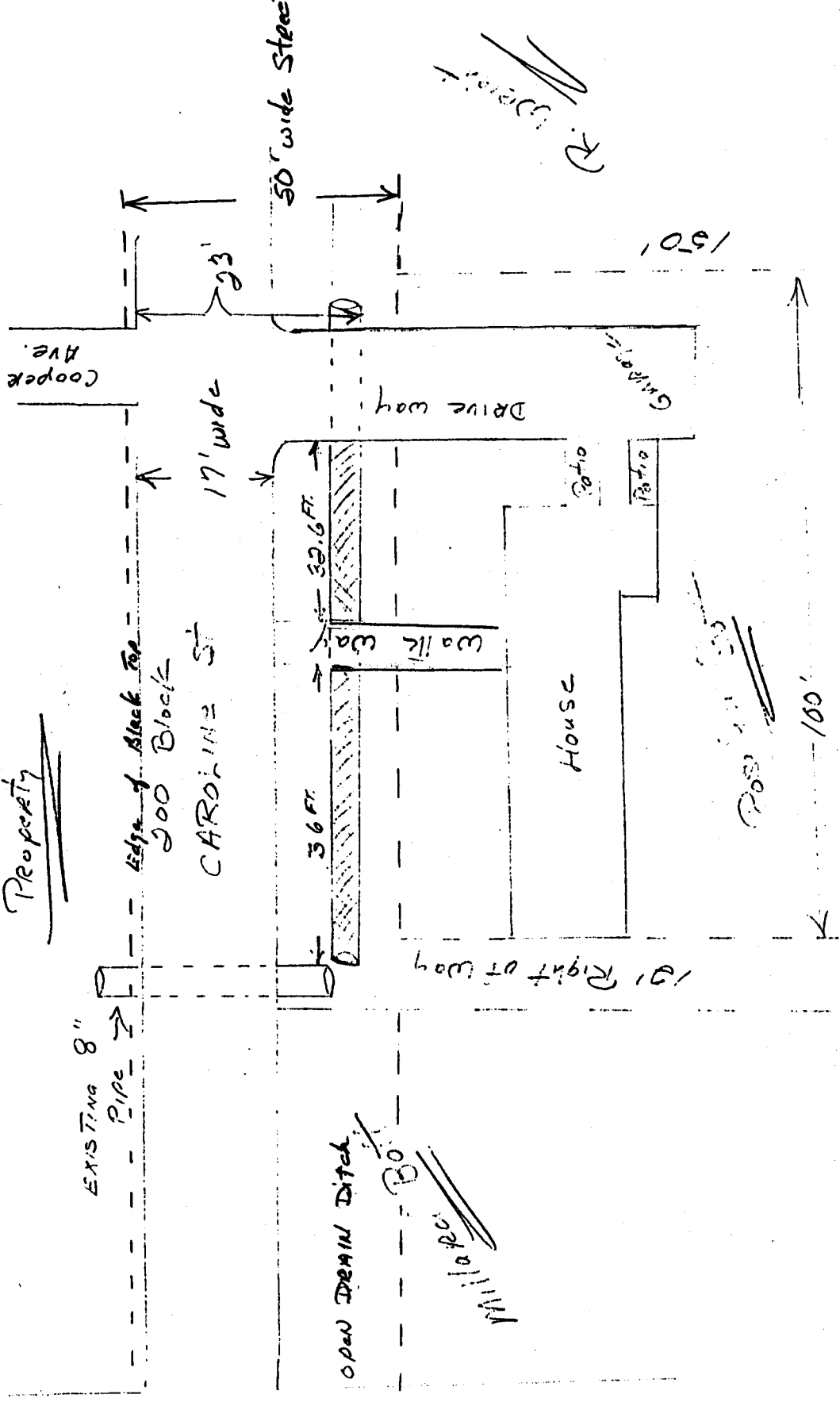
Edge of Block Top
200 Block

CAROLINE ST 17' wide

CLAYTON ST

OPEN DRAIN Ditch

30'



R. Jordan

ACCOUNTS PAYABLE

SEPTEMBER 12, 1995

UTILITY-SEWAGE

Delmarva Power - Station #1	363.02		
Station #3	114.07		
Lift Sta.	16.08		
Rt. #7	<u>39.43</u>		<u>532.60</u>
		SUB-TOTAL	532.60

UTILITY-WATER

Delmarva Power - Well 1	95.08		
Well 3	622.80		
Tank	<u>93.05</u>		<u>810.93</u>
		TOTAL	<u>1,343.53</u>

**BILLS PAID AFTER APPROVAL
AT TOWN MEETING OF SEPTEMBER 12, 1995**

Delmarva Power -			
Town Hall	-	284.91	
Garage	-	20.38	
Comfort Sta.	-	<u>23.63</u>	
		328.92	328.92
Treasurer of Cecil County - Charlestown Patrol 7/95			2,525.31
Treasurer of Cecil County - gasoline for Charlestown Patrol - 7/95			122.68
Harvey & Harvey - waste removal			27.00
Local Government Insurance Trust - annual surcharge - capitalization program - FY96			63.30
Staples - office supplies			67.33
Keith A. Baynes -			
General - review lease agreement	-	37.50	
Zoning - Arfaa & Whitby variances;			
H. Hall appeal	-	<u>337.50</u>	
		375.00	375.00
Woodward-Clyde Consultants - fire boat pier application review			84.11
Atlas Plumbing Unlimited Inc. - repair leaking toilet at town house			41.36
Charles Mars - grass mowing; removing grass from ballfield infield & playground; repairs to walking track			2,070.00
Shannon-Baum Signs Inc. - (4) 20 mph speed limit signs			187.00
Russell's Sunoco - gasoline for town truck			62.33
Benjamin Lumber Co. - (1) 8 ft. 2x4; wasp spray			6.97
Delmarva Power - street lights			1,288.04
Loving's Mower Service - repairs to mower			60.10
Delmarva Power -			
Station 1	-	363.02	
Station 3	-	114.07	
Lift Station	-	16.08	
Route 7	-	<u>39.43</u>	
		532.60	532.60
Delmarva Power -			
Well 1	-	95.08	
Well 3	-	622.80	
Tank	-	<u>93.05</u>	
		810.93	810.93

TOWN MEETING OF AUGUST 22, 1995**MINUTES**

The August 22, 1995 meeting of the Town Commissioners of Charlestown was called to order by President Gophery H. Richardson at 7:30 p.m. Other Commissioners present were Vice-President Wilbur D. Pumpaly, Treasurer Loucretia A. Wood, Commissioner B. Frank Shriver, and Commissioner Steven W. Vandervort. Stanley W. Hearne, Town Administrator was present also. Audience roster is attached hereto.

The Board and Jeffrey Fields discussed some questions regarding town ordinances and law enforcement in the town. William Ames discussed the Fall Festival with the Board. The Board will send a letter regarding items which the town will provide for the festival. Also, if Mr. Ames provides the fliers regarding the festival, the Board would allow them to be mailed with the next quarter's utility billing. An advertisement will be placed in the Cecil Whig and posted at the boat ramp regarding the boat ramp closure for the days of the festival. The Board did request Mr. Ames provide the town with a copy of the insurance policy. Deputy Steven Stauffer from the Sheriff's Department was here to discuss law enforcement concerns with the Board.

Old Business

Approval of Minutes - A motion was made by Commissioner Vandervort to approve the minutes of the July 25, 1995 town meeting, seconded by Commissioner Pumpaly. The motion passed 3-0 with Commissioners Shriver and Wood abstaining. There were mistakes in the minutes of the August 8, 1995: the date of the town meeting was typed wrong, it should have been 1995, not 1993; and all the motions should have been passed 4-0, not 3-0 as typed. A motion was made by Commissioner Shriver to approve the minutes of the August 8, 1995 meeting with the above corrections, seconded by Commissioner Vandervort. The motion passed 4-0 with Commissioner Pumpaly abstaining.

Pending Business

Electric to Town Pier - President Richardson stated the Town has received two proposals for installing electricity at the town pier. After some discussion, the Board decided to contact the vendors again for further clarification of the proposals before making any decision.

Finger Piers - Commissioner Vandervort stated he has been trying to contact the contractor to go ahead and construct one finger pier but hasn't heard anything yet from them. He will recontact them.

Ogle Drive paving - President Richardson stated Larry Walker of Tatman and Lee walked the site with Mr. Hearne and himself. Mr. Walker stated preparation of the bid package should be done in two weeks. Mr. Hearne is to contact him as to when the package will be ready. President Richardson stated the repair of the cut by the comfort station will be included with this bid package.

New Business

Charlestown Fire Company donation - President Richardson stated he had contacted the fire company who stated their fund drive hadn't started yet so the matter will be deferred until then.

Grass Problem at Ballfield infield & Playground sandbox- President Richardson stated he has contacted Charles Mars to use his grader box and front end loader to scarf the areas to loosen the grass and Mr. Adkins, the town maintenance worker, would use the drag. The Board agreed this should be done.

Lot Coverage - President Richardson provided an information sheet regarding lot coverage formulas used by other towns and the county. After a brief discussion, the Board decided to defer this to a later meeting.

Mr. Hearne stated he had the Critical Areas grant renewal agreement which, with the Board's approval, needs to be signed by President Richardson. He stated the monies are used for any time or expense the Town incurs for administering the Critical Areas program. A motion was made to sign the agreement to accept the grant by Commissioner Shriver, seconded by Commissioner Vandervort. The motion passed 5-0.

There was brief discussion with Valerie Hahn on the status of the Shoreline Erosion project and Mr. Fields about improving communication between the town, the developer of Trinity Woods, and the Trinity Woods residents.

Accounts Payable - A motion was made to approve the bills by Commissioner Shriver, seconded by Commissioner Vandervort. The motion passed 4-0 with Commissioner Wood abstaining.

As there was no further business to be discussed, President Richardson adjourned the meeting at 8:47 p.m.

Respectfully submitted,



Lisa C. Morgan
Assistant Town Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/22/95

TIME: 7:30 PM

D/C. STEVEN P. STAUFFER

John F Smith

Russ Fawcett

Mr. + Mrs. Bruce Criscuolo

Val Fahn

Jeff + Debbie Fuchs

College Hirsch

Chad D. Murphy

Christine Phillips

Robert Gell

Allen R. Chamberlin

Bill Amer G. F.C.

Jane DeConcey

TOWN MEETING OF AUGUST 22, 1995

AGENDA

7:30 P.M.

1. Jeff Fields
2. William Ames - Fall Festival
3. Deputy Stauffer - Sheriff's Office liason for Charlestown

Old Business

4. Approval of Minutes

Pending Business

5. Electric to Town Pier
6. Finger Piers
7. Ogle Drive paving

New Business

8. ~~Charlestown Fire Company donation~~
9. Grass problem at ballfield infield & playground sandbox
10. Lot coverage
11. Accounts Payable

ACCOUNTS PAYABLE

AUGUST 22, 1995

GENERAL ACCOUNT

Cecil Whig - Ord. 95-1; Variances-Whitby and Arfaa	220.80
A T & T	13.73
Treasurer Cecil County - Deputies (June 24 & 25)	236.46
Treasurer Cecil County - Gasoline	13.58
Bell Atlantic	126.61
Radio Shack - Tapes	<u>13.98</u>
TOTAL	<u>625.16</u>

SPECIAL ACCOUNT

Rogers Home & Hardware - Nuts, Bolts, etc.	2.58
Western Auto Asso. Store - Anti-freeze	<u>11.32</u>
TOTAL	<u>13.90</u>

UTILITY - WATER

Bell Atlantic	67.59
Delmarva Power - Well 1 (late payment waived)	570.15
Delmarva Power - Well 3 (late payment waived)	<u>516.36</u>
TOTAL	<u>1,154.10</u>

**BILLS PAID AFTER APPROVAL AT
TOWN MEETING OF AUGUST 22, 1995**

Cecil Whig - Ord. 95-1; Whitby & Arfaa variances	220.80
AT&T - long distance service (Town Hall)	13.73
Treasurer of Cecil County -	
deputies - remainder for June 1995 patrol	236.46
gasoline - remainder for June 1995 patrol	13.58
Bell Atlantic - telephone service (Town Hall)	126.61
Radio Shack - (2) 5pk. cassette tapes	13.98
Rogers Home & Hardware - nuts, bolts, washers, etc.	2.58
Western Auto Asso. Store - (2) gal. antifreeze	11.32
Bell Atlantic - telephone service (water tower)	67.59
Delmarva Power -	
Well 1 -	570.15
Well 3 -	516.37

REGULAR MEETING

AUGUST 8, 1995

The Charlestown Town meeting of the Board of Town Commissioners was called to order by President Gophery H. Richardson, Jr. on August 8, 1995 at 7:30 P.M. Commissioners present were Loucretia A. Wood, B. Frank Shriver and Steven Vandervort. Absent was Wilbur D. Pumpaly who is on vacation. Also attending: Stanley W. Hearne, Town Administrator. A list of residents attending is attached to these minutes.

Minutes - July 11, 1995

B. Frank Shriver made a motion to approve the minutes of July 11, 1995 and was seconded by Loucretia A. Wood. Motion approved 4 - 0.

Trinity Woods

Several residents from Trinity Woods were in attendance. Various concerns were discussed with the Commissioners.

Paving - Ogle Street

Paving Ogle Street will be considered by Tatman & Lee Associates and will be checked out Friday, August 8th at approximately 9:00 A.M.

"Night Out Against Crime"

"Night Out Against Crime" was a big success. 4 Police Officer's cars were present along with a large number of families and children. A barbecue was held and consisted of hot dogs, baked beans, pop-corn, soda's, etc. Games were held, the Police Officers finger-printed the children and explained their equipment of guns, blackjacks, etc. Charlestown won first place among the towns and received a basket with supplies and a \$50.00 gift certificate. Loucretia Wood will send a Thank-you note to Sheriff Killough for his help.

Finger-Piers

Steven Vandervort motioned to ask Steve Lewis to put 1 finger-pier at the Town Dock (a maximum of \$200.00). If it is successful, perhaps a grant could be obtained to have others installed. Motion seconded by Loucretia A. Wood and approved 4 - 0.

Boat Ramp Fee

A suggestion that a \$5.00 fee be charged for parking while using the boat ramp. A money box could be posted for an honor system. To be continued at the next meeting.

REGULAR MEETING

AUGUST 8, 1995

- 2 -

Larry Porter

Larry Porter's discussion was held on work that has been completed at Trinity Woods and what should be completed soon including the final paving of sidewalks and streets.

Town Hall Building

The Town Hall/Post Office Building needs to be painted and bids will be required. We will try to contact a previous painter who worked on the building.

Foot Bridge Pilings

A suggestion that the old pilings be removed from the creek at the Foot Bridge located between Conestoga and Baltimore Streets.

Lisa Morgan

Lisa Morgan received a promotion. She is now the Assistant Administrator/Assistant Clerk and will receive \$.35 per hour raise and 2 weeks paid vacation. A motion by Steven Vandervort was made and seconded by B. Frank Shriver. Motion passed 4 - 0.

Accounts Payable

Loucretia A. Wood made a motion to pay all the bills, seconded by B. Frank Shriver and passed 4 - 0.

Meeting adjourned 9:20 P.M.

Respectfully Submitted

Doris M. Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/8/95

TIME: 7:30 PM

Richard A. Whitby

~~Thomas G. Galt~~

Val Hahn

Jane DeCourcey

Robert C. Foor

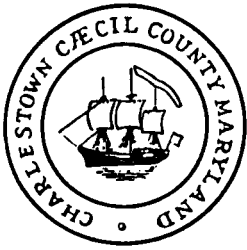
Linda Pruett

Donna Skeets

K. Hopkins

B. Ingram

Hebbie Fields



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

TOWN MEETING OF AUGUST 8, 1995

AGENDA

7:30 P.M.

1. Trinity Woods

Old Business

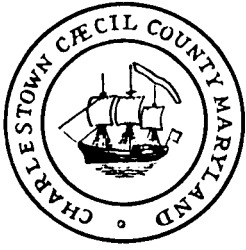
2. Approval of Minutes
7/11/95
7/25/95

Pending Business

3. Paving Ogle Drive
4. Report on Night Out Against Crime
5. Ice-Eaters for Dock

New Business

6. Lisa - Promotion
7. Painting - Town Hall
8. Accounts Payable



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

CHARLESTOWN TOWN MINUTES

TUESDAY, JULY 25, 1995

The July 25, 1995 meeting of the Charlestown Town Commissioners was called to order by President Gophery H. Richardson at 7:30 P.M. Commissioners present were: Wilbur D. Pumpaly and Steven Vandervort. Also present was Stanley W. Hearne, Town Administrator. Absent were B. Frank Shriver, who was out of town on business and Loucretia A. Wood. Also attending: Perry Weed, Assistant to Congressman Wayne Gilchrest; Richard Whitby, Valerie Hahn, Jeff and Debbie Fields, Kathy and Jeff Michael.

Perry Weed, Assistant to Congressman Wayne Gilchrest

Perry Weed informed the Commissioners if they have any projects under consideration to finish the paper work on them and get them in before October 1st; or he can take the information back to Congressman Gilchrest for them. He also discussed other matters that he thought would be of some interest to the Board members.

Wiggins Property

A motion was made by Commissioner Wilbur Pumpaly to serve water to 3 out of Town Lots on Rt. #7, owned by Pauline Wiggins. These properties will be served in accordance with Water Ordinance 91-3. Motion was seconded by Steven Vandervort and passed 3 - 0.

Trinity Woods

Jeff Fields of Trinity Woods was inquiring about the "Speed Limit Signs" the County had placed in Trinity Woods. He would like the Town to lower the speed limit to at least 20 miles per hour. Steven Vandervort made a motion to lower the speed limit to 20 miles per hour in Trinity Woods. Motion was seconded by Wilbur D. Pumpaly and approved 3 - 0. Mr. Fields also discussed the Trash pick-up. He was informed that individuals retain their own Trash Collector.

CHARLESTOWN TOWN MINUTES

- 2 -

TUESDAY, JULY 25, 1995

Areas - Paving

Steven Vandervort made a motion to have Tatman & Lee Associates, Inc. establish a bid package on several areas that need to be paved and/or repaired. Motion was seconded by Wilbur D. Pumpaly and passed 3 - 0. Areas to be considered: The Comfort Station where road was cut (established at \$550.00); Calvert Street intersecting with Frederick Street; also in front of Cathy Farrell's home on Louisa Lane; and Ogle Street.

Night Out Against Crime

August 1, 1995 is the "Night Out Against Crime". Loucretia A. Wood has been working on this project and it is just about completed. Lou was unavailable for the meeting this evening.

Accounts Payable

A motion to pay the Accounts Payable was made by Wilbur B. Pumpaly and seconded by Steven Vandervort. Motion passed 3 - 0.

Being no further business, the meeting adjourned at 8:15 P.M.

Respectfully Submitted,

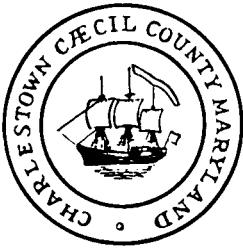
Doris M. Berry, Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/25/95 TIME: 7:30 PM

VAL HAHN 249 Conestoga St.
Richard Whitby 287-9330
Jeff + Debbie Fuchs 287-9656
Jeff + Kathy Michael 287-0274
Perry Weed ^{for} Cong. Gulchrest 822 0822



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

TOWN MEETING OF JULY 25, 1995

AGENDA

7:30 P.M.

1. Wiggins Property
2. Speed Limit in Trinity Woods - Jeff Fields

Old Business

3. Approval of Minutes

Pending Business

4. Paving Comfort Station Road Cut
5. Paving - Ogle Drive
6. Night Out Against Crime

New Business

7. Accounts Payable

TOWN MEETING OF JULY 11, 1995

MINUTES

President Gophery H. Richardson, Jr. called the July 11, 1995 town meeting to order at 7:30 p.m. Other Commissioners present were Treasurer Loucretia A. Wood, Commissioner B. Frank Shriver, and Commissioner Steven W. Vandervort. Stanley W. Hearne, Town Administrator, was also present. Audience roster is attached to these minutes.

Old Business

Approval of Minutes - A motion was made by Commissioner Wood to approve the minutes of the June 27, 1995 meeting, seconded by Commissioner Vandervort. The motion passed 3-0-1 (Commissioner Shriver abstained).

New Business

Paving Comfort Station cut - President Richardson stated an unplanned road cut had to be made at the comfort station and it needs to be paved. The Board agreed. Commissioner Vandervort suggested we should also get a price on finishing the apron part going into Pat's Marina the Town is responsible for. Commissioner Vandervort will contact some paving companies for prices and report back to the Board.

Paving Ogle Drive - The Board discussed paving the portion of Ogle Drive which was put in after the other streets were paved. They decided to go ahead with the project.

Fall Festival

There was some discussion regarding the Fall Festival between the Board and residents. The Board will ask Mr. Ames of the Charlestown Yacht Club to attend a future meeting and proceeded on with other business.

Mr. Hall asked the Town whose responsibility it was to keep the ditch in front of the campground clean, his or the Town's. President Richardson said he would check it and get back with Mr. Hall.

New Business

Accounts Payable - Commissioner Wood made a motion to approve the bills as presented. Commissioner Shriver seconded the motion and it was approved 4-0.

Town Meeting of July 11, 1995
Minutes
Page Two

As there was no further business to discuss, President Richardson adjourned the meeting at 8:10 p.m.

Respectfully submitted,



JoAnn Speck
Assistant Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: July 11, 1995

TIME: 7:30 PM

Rebecca Phillipson

Richard Whitby

Mark Brown

~~Mark Brown~~

Val Hahn

TOWN MEETING OF JULY 11, 1995

AGENDA

7:30 PM

Old Business

1. Approval of Minutes

Pending Business

2. Night Out Against Crime update
3. Finger Piers
4. MML Quarterly Meeting

New Business

5. Paving - Comfort Station Cut
6. Paving - Ogle Drive
7. Ad - North East Band Competition
8. Accounts Payable

ACCOUNTS PAYABLE

JULY 11, 1995

General Account

Tatman & Lee Associates, Inc. - Review Plans for Charlestown Landing	407.50
Tatman & Lee Associates, Inc. - Review Public Works Agreement- Trinity Woods	359.92
Staples - Office Supplies	57.52
Harvey & Harvey - Waste Removal, Mkt. & Bladen Sts.	50.00
Delmarva Power - Town Hall	245.87
Garage	20.87
Comfort Sta.	<u>25.35</u>
Keith Baynes - General Representation	337.50
Alarm Systems Co. of MD. - June	54.00
North East Florist, Inc. (M. Elliott)	80.00
Corron Trash Removal - Feb. thru June	210.00
Radio Shack - Case Tapes	12.99
Atlas Plumbing - Comfort Station, Water Line Repair	57.86
Central Printing & Office Supply - 1,000 #10 Envelopes	54.00
Preston's Stationery, Inc. - 2 Printer Ribbons	<u>27.78</u>
TOTAL	<u><u>2,001.16</u></u>

Special Account

Western Auto Assoc. Store - Rake	15.76
Delmarva Power - Street Lights	1,288.11
Mitco - 100 Long Fence Ties	<u>7.50</u>
TOTAL	<u><u>1,311.37</u></u>

ACCOUNTS PAYABLE

JULY 11, 1995

UTILITY - Sewer

Delmarva Power - Sta. #1	283.14	441.98
Sta. #3	100.80	
Lift Sta.	19.11	
Rt. #7	<u>38.93</u>	
		<hr/>
		SUB-TOTAL 441.98

UTILITY - Water

Delmarva Power Well 1		
Well 3		
Water Tank	128.05	128.05
Tatman & Lee Associates, Inc. - Construction Review		439.85
North East WWTP - Coliform Testing, Apr. May & June		75.00
Cecil County Treasurer - Water Operation Agreement		<u>7,555.26</u>
		TOTAL <u>8,640.14</u>

TOWN MEETING OF JUNE 13, 1995

AGENDA

7:30 P.M.

Old Business

1. Approval of Minutes

Pending Business

2. Charlestown Yacht Club - Fall Festival
3. Wedding at Stone Wharf
4. Night Out Against Crime
5. Auditor
6. Interface Program - Utility Billing
7. Shoreline Erosion Project - Louisa Lane

New Business

8. Resolution - Circuit Rider Program
9. Ice-eaters & Electricity for Town Pier
10. Accounts Payable

ACCOUNTS PAYABLE

JUNE 13, 1995

GENERAL ACCOUNT

Cecil County - Landfill	.85
MD. Eastern Shore - Shore Erosion Control Project	1,612.50
Mac's Shacks - 2 Portable Toilets @ \$65.00	130.00
Harvey & Harvey - Waste Removal	50.00
Bel Air Office Supply - Office Supplies	103.83
Charlestown - P. O. Box 154 - Rent	8.00
Conowingo Power Co. - Town Hall	165.54
Garage	23.25
Comfort Sta.	<u>20.32</u>
Tatman & Lee Assoc. - Review Plans of Trinity Woods & Public Works Agreement	951.76
Tatman & Lee Assoc. - Planning Review - Charlestown Landing Development	649.75
Keith A. Baynes - General	112.50
" " " - Zoning	<u>1,031.25</u>
Quinlan Publishing Co., Inc. - Subscription (12 issues) Renewal, Bldg. Permits Law Bulletin	64.78
Quinlan Publishing Co., Inc. - Subscription (Biweekly) Zoning Bulletin	81.81
Gophery H. Richardson - Goal, Basket Nets	38.31
Wilmapco - May '95 Charges	932.76
Cecil Whig - Zoning Ordinance 6/26-5/30	217.60
Bel Air - 4 Gravel Gray Chairs	<u>756.00</u>
TOTAL	<u>6,950.81</u>

SPECIAL ACCOUNT

Sunoco - Gasoline	78.51
American Home & Hardware - 2 Cycle Engine Mix 095 ½ lb. Square Line	16.69
Conowingo Power Company - Street Lights	1,288.01
Hallstrom Saw Service - Repairs	<u>42.31</u>
TOTAL	<u>1,425.52</u>

ACCOUNTS PAYABLE

JUNE 13, 1995

UTILITY - SEWER

Conowingo Power Company		450.33
Sta. #1	283.14	
Sta. #3	114.15	
Lift Sta.	15.57	
Rt. #7	<u>37.47</u>	

SUB-TOTAL 450.33

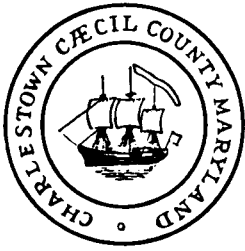
UTILITY - WATER

WaterPro Supplies Corp.		159.98
P S Printing Systems - Utility Plus Letter Bills		273.79
Taman & Lee Assoc. - W-94-1 Construction Review		1,323.56
Conowingo Power Co. -		682.43
Water Tank	113.61	
Well 1	334.35	
Well 3	<u>234.47</u>	

TOTAL 2,890.09

LIST OF BILLS PAID AFTER APPROVAL AT
TOWN MEETING OF JUNE 13, 1995

MD Eastern Shore RD&C Council - Shoreline Erosion Project - Louisa Lane		1,612.50
Mac's Shacks - (2) portable toilets		130.00
Harvey & Harvey - trash removal		50.00
U.S. Postmaster - post office box annual fee		8.00
Conowingo Power Co. -		
Town Hall	- 165.54	
Garage	- 23.25	
Comfort Sta.	- <u>20.32</u>	
Subtotal	209.11	209.11
Tatman & Lee Associates -		
Trinity Woods IIA P.W. agreement	- 951.76	
Charlestown Landing planning review	- <u>649.75</u>	
Subtotal	1601.51	1,601.51
Keith A. Baynes -		
general representation	- 112.50	
zoning representation	- <u>1,031.25</u>	
Subtotal	1,143.75	1,143.75
Quinlan Publishing - building permits law bulletin yearly subscription		64.78
Quinlan Publishing - zoning bulletin biweekly yearly subscription		81.81
Gophery H. Richardson - reimbursement for purchasing hoops & nets for basketball court		38.31
Wilmapco - Circuit Rider May '95 charges		932.76
Cecil Whig - Ord #95-1 advertising		217.60
Bel Air Office Supply - (4) office chairs		756.00
Loucretia A. Wood - reimbursement for purchasing town business cards		40.00
Russell's Sunoco - gasoline		78.51
American Home & Hardware - engine mix & 1/2 lb. square line		16.69
Conowingo Power Co. - street lights		1,288.01
Hallstrom Saw Service - repairs to weedeater		42.31
Conowingo Power Co. -		
Sta. #1	- 283.14	
Sta. #3	- 114.15	
Lift Sta.	- 15.57	
Rte. 7	- <u>37.47</u>	
Subtotal	450.33	450.33
WaterPro Supplies - 12 sensor holders for meters		159.98
Printing Systems - 1,000 utility bill forms		273.79
Tatman & Lee Associates - water system extension		1,323.56
Conowingo Power Co. -		
Water Tank	- 113.61	
Well 1	- 334.35	
Well 3	- <u>234.47</u>	
Subtotal	682.43	682.43



Town Commissioners of Charlestown
Post Office Box 154
Charlestown, Cecil County, Maryland 21914
Phone 410-287-6173

REGULAR MEETING

MAY 23, 1995

The Town Commissioners meeting of May 23, 1995, was called to order by President Gophery H. Richardson at 7:30 P.M. Other Commissioners present were: Wilbur D. Pumpaly, B. Frank Shriver and Loucretia A. Wood. Present was Town Administrator, Stanley W. Hearne. Also attending: Valerie and Charles Hahn, Richard A. Whitby, Lambert Muller-Thym, Charles Racine, Isaac Galloway, Oliver Loper and John Scott.

Resignation of Commissioner

The Town Board received Commissioner Robert J. Palmer's resignation from the Board on May 15, 1995, due to a heavy schedule. He has been appointed as General Director of the Boys Christian Home Ministries, Inc. and will be required to travel.

New Commissioner Appointed

Commissioner Wilbur D. Pumpaly suggested Steven Vandervort, who is a University of Maryland graduate, 10 year resident, has his own business and his hours are flexible for attending meetings. Commissioner Wood suggested Joseph Letts. A motion was made by Wilbur D. Pumpaly to appoint Steven Vandervort and seconded by B. Frank Shriver. Motion approved 3 - 1 (Wood).

Minutes - May 9, 1995

A motion by Loucretia A. Wood to approve the minutes of May 9, 1995, was seconded by B. Frank Shriver. All in favor 4 - 0.

Mrs. Wiggins - 1185 West Old Philadelphia Road

Mrs. Wiggins has water near her property on State Route #7 but would like to be annexed into the Town or have an Out of Town water supply if necessary.

Steven Vandervort

Steven Vandervort was called and asked to come to the Town Hall, that he had been appointed to fill Robert J. Palmer's position. Doris Berry, Town Clerk, swore Steven Vandervort into Office. Steve was congratulated and the business meeting continued.

MAY 23, 1995

Budget

A motion by B. Frank Shriver and seconded by Wilbur D. Pumpaly to adopt the Fiscal Year 1996 Budget. Motion was passed 4 - 1 (Wood).

Renewal of Water System Agreement With The County

A motion was made by Loucretia A. Wood to approve the contract with the County to operate the Water System for another year. Motion seconded by B. Frank Shriver and approved 4 - 0 - 1 abstaining (Vandervort).

Night Out Against Crime

Loucretia A. Wood will check with the school to see what plans have been made there concerning the "Night Out Against Crime" which will be held on August 1, 1995.

Wedding - Stone Wharf

Julie Slonecker requested permission to have her wedding at the Stone Wharf on July 15, 1995.

Purchase of Fund Balance Interface Program

County reads the meters and data is typed into the computer. Fund Balance Interface automatically enters into the computer all information. Cost of Fund Balance Interface program will be approximately \$1,000.00. Decision to purchase was tabled until the next meeting.

Ordinance #95-1

There will be a Public Hearing at the next Town meeting to adopt Ordinance #95-1. A draft copy is attached to these minutes.

Accounts Payable

On a motion by Loucretia A. Wood and seconded by B. Frank Shriver the Accounts Payable were approved unanimously.

Shoreline Erosion

Valerie Hahn expressed concerns about the Shoreline Erosion.

Meeting Adjourned 8:45 P.M.

Respectfully Submitted,

Doris Berry, Town Clerk